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SCHOOL PROSPECTUS and INFORMATION BROCHURE 2024

BABIES AND TODDLER ENVIRONMENT: 0 to 3 years

PRE-PRIMARY ENVIRONMENT: 3 to 6 years

PRIMARY SCHOOL ENVIRONMENT: 6 to 12 years

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SAMA Website: www.samontessori.org.za



*'Montessori is an attitude, not simply a teaching system, not just a technique.
One must have a great love for and understanding of each individual child.
Montessori is an attitude towards mankind, and mankind begins with childhood.'*



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SECTION A:

MONTESSORI METHODS and exciting facts about the different environments.



WHAT IS MONTESSORI? "Learning to love to learn."

Briefly, it is a system of education in both the philosophy of child growth and a rationale for guiding such growth. It is based on the child's developmental needs for freedom within limits and a carefully prepared environment that guarantees exposure to materials and experience through which to develop intelligence as well as physical and psychological abilities. It is designed to take full advantage of the self-motivation and the unique ability of young children to develop their capabilities. Children need adults to expose them to the possibilities of their lives, but the children themselves must direct their responses to those possibilities.

Our philosophy as Montessori educators is to strive to develop the self-esteem of each child. What Montessori refers to as a 'normalised child' is a child that has a degree of self-confidence, who recognises his worth and appreciates his shortcomings. When interested, a child becomes self-motivated. Self-motivation leads to becoming self-disciplined. When self-disciplined, a child engages in the process of mastering learning and developing their potential.

The basis of the method is the viewpoint that each child has an innate desire to learn. The pre-requisite to learning taking place is the existence of a prepared environment where the child can be directed to 'work' and learn.

- ✓ Intellectually we strive to develop the child's understanding of academic subjects at their pace and so structure the learning environment to meet the needs of many children at different levels.
- ✓ Socially, we strive to assist the child in interacting with others with assertiveness, confidence and compassion.
- ✓ Conflict resolution is attended to daily.
- ✓ The environment is structured to satisfy their curiosity and thirst for knowledge.
- ✓ It is a unique cycle of learning designed to take advantage of the child's sensitive years of learning when they can absorb information from an enriched environment.
- ✓ A child who acquires the basic skills of reading and maths in this natural way has the advantage of beginning their education without drudgery, boredom and discouragement.
- ✓ Montessori education is built on the understanding that:
 - Children are to be respected as different from adults and as individuals who differ from each other.
 - Children possess unusual sensitivity and mental powers for absorbing and learning from their environment.
 - The most important years of growth are the first six years of life, when unconscious learning is gradually brought to a conscious level.
 - Children have a deep love and need for purposeful work. The child works, however, not as an adult for profit and completion of a job but for the sake of the activity itself. It is this activity which accomplishes the most important goal for the child, the development of their mental, physical and psychological needs.

By pursuing their interests in a Montessori classroom, children gain an early enthusiasm or love of learning, which is the key to becoming a truly educated person.

HOW DID IT ALL BEGIN? (1870 – 1952)

Dr Maria Montessori was born in Italy in 1870 and became the first woman doctor in her country. She devised a method of early childhood education designed to meet the specific needs of the child, which has since received tremendous acclaim throughout the world. Her approach was based on the belief that children are motivated by an innate curiosity and desire for knowledge. This subsequently was the start of her developing and using the highly successful 'Montessori Method'. The Montessori way offers a sensible, structured method which allows the child to develop at their own pace. It is based on a child's natural love of learning and enables them to build a strong sense of independence and self-confidence as their skill level increases. Specifically, designed materials are used, which encourages the child to 'almost' teach themselves so that they learn to work both alone and with others. The pre-requisite to this learning taking place is the existence of a prepared environment where the child can be directed to learn in a fun environment. Dr Montessori believed that the early years are the most important in a child's life, and she emphasised the need for early childhood education.

WHAT ARE THE ADVANTAGES OF THIS METHOD?

- ✓ Montessori children have high levels of motivation, self-discipline, independence and confidence, which help them to reach their full potential.
- ✓ As each class has an excellent teacher/learner ratio, children get individually presented with exercises and assistance.
- ✓ Emphasis is on the development of emotional intelligence (EQ), as opposed to just intellectual intelligence (IQ). This method of education embodies these principles.
- ✓ Dr Montessori pioneered this method, and it has stood the test of time. It is now internationally recognised and offered in numerous countries. The Department of Education in South Africa also recognise our Curriculum.
- ✓ The basis of the method is the belief that children have an innate desire for knowledge and that the child will function optimally in an environment specially prepared for his education; the Teacher will guide the learning process.
- ✓ Great emphasis is placed on respect for the child, no matter how small, respect for others and respect for the environment. The aim is for the child to be motivated and disciplined from within.
- ✓ Mixed Age Classrooms (Vertical Grouping) and the benefits of this:
 - Montessori classes are usually separated into 3-year cycles so that the child is placed with others in a classroom of peers that are in the same or similar developmental stage as they are. As far as this allows.
 - Younger children learn from older children through observation.
 - Older children may present work to younger children. This benefits the younger child, and the older child's sense of self-esteem and competence and memory is enhanced.
 - The daily interaction between older and younger children gives them the advantage of observing conflict resolution and other social skills at their level of understanding and stage development.
 - Older children learn tolerance and patience with younger children and begin to see themselves as role models. The younger children, in turn, look up to the older children and turn to them for guidance and help.
 - Children work at their own pace and are not pressured to achieve what others in their age group are achieving. This benefits the child who needs more time to consolidate information and skills but gives the child who is ready to move onto more advanced work the opportunity to do so.
 - A sense of community is enhanced, where everyone plays a role in the smooth running of the class.
 - The behaviours that frustrate us as parents (like children refusing to put things away), often don't present themselves in the classroom, where the peer group quickly step in and corrects the issue. This is done in such a way that the child doesn't feel like they are being reprimanded and easily complies.

COMPARISON BETWEEN MONTESSORI AND TRADITIONAL SCHOOLS:

MONTESSORI	TRADITIONAL
The child chooses the material to work with.	The Teacher tells the child what to work with.
The child sets his own work pace.	The Teacher sets the pace.
The child is free to discover on his own.	The teacher guides the child.
Emphasis is on concrete learning leading to abstract learning.	Emphasis is on abstract learning.
Reality orientated.	Much role-play and fantasy.
Specific places for materials: a sense of order.	Random placement – no specific place.
Child-centred learning environment.	Teacher-centred environment.
The child provides their own stimulus.	The Teacher provides stimuli to learning.
Self-education through self-correcting materials.	Use of reward and punishment in motivation.
Recognition of sensitive periods for learning.	All children are treated alike.
Multi-sensory materials are designed to develop specific skills.	Play materials for non-specific skills.
Children are allowed freedom of movement.	Rigid rules to sit in designated places.
Freedom to speak softly (without disturbing others).	Silence is, on many occasions, enforced.
The teacher's part is to guide the child to the independence of thought and actions.	The Teacher does all, and the child is forced to follow.
Disorderly conduct in class is regarded as a solvable problem, and ways will be sought to correct the matter.	Children are punished even if the fault lies in the Teacher's incapability to stimulate children.
Working and learning matched the social development of the child.	Working and learning without emphasis on social development.
Multi-age classrooms: vertical grouping – for example, ages 0-3, 3-6, 6-9 and 9-12 in one class.	Single-graded classrooms – no interaction with younger or older children.
Written assessments, skills checklists, mastery of benchmarks.	Product-focused report cards.

ARE MONTESSORI CHILDREN SUCCESSFUL LATER IN LIFE?

Research studies show that Montessori children are well prepared in all aspects: academically, socially and emotionally. Montessori children are ranked above average on such criteria as following directions, turning in work on time, listening attentively, using basic skills, showing responsibility, asking provocative questions, showing enthusiasm for learning and adapting to new situations. Montessori children are not 'spoon-fed' in class but encouraged to think 'outside of the box'. It has been found that Montessori children rarely lose their joy of learning! Montessori Education is one of the best gifts you can give your child.

A good example of this is the two founders of Google, both attended Montessori schools as children and now credit that early education to some of their success as adults. Sergey Brin and Larry Page, co-founders of Google, said, *"We both went to a Montessori school, and I think it was part of that training ... of being self-motivated, questioning what's going on in the world, just doing things a little bit differently."*

They attribute much of their success in life to the Montessori start they had at school; more of their experiences can be read in their book 'The Google story'.

'We see so many differences between children who have gone through both traditional and Montessori methods of teaching. Generally, we find that children who go to Montessori schools are more confident, orderly, focused, coordinated, and independent than children who have gone through traditional Schools. They are good problem solvers, adaptable, and learn to make decisions at an early age'. – Research from a teacher who taught at both schools.

"You may be interested to know that Montessori is sometimes known as the "school for entrepreneurs." This is because this approach encourages children to be independent, resourceful, and self-motivated. It encourages children to think for themselves, to think outside of the box, and to think about others, unlike many traditional schools, which base more importance on children memorising information and giving it back on demand. Montessori teaches children to become joyful scholars and innovators, traits not loved in authoritarian schools, but highly admired in some circles of enterprise" Extract from Tim Seldin – Montessori International Foundation Survey.

FREQUENTLY ASKED QUESTIONS:

Please read the South African Montessori Website in this section. For these and many other interesting questions and answers.

Click on: <http://www.samontessori.org.za>

- How do the Montessori grades work versus the Traditional grade system?
- How will my child adapt to a mainstream school?
- What curriculum do we use?
- What about tests?
- At what age do we send them to our Primary School?
- Why don't we have competitive sports?
- What about discipline? Is the child only allowed to do what they like?
- Do we have religious instruction in the school?
- Do we have 'remedial' children at the school?

WHAT DO WE EXPECT OF PARENTS?

Parents need to understand and cooperate with the long-term programme for Montessori education to be most effective.

Parents need to show an understanding of the Montessori philosophy of teaching and support its methods.

Parents need to fully support our staff.

Parents need to be willing participants and support all initiatives of the school—for example, fund-raising ventures, parent education lectures and social events.

We are always grateful when parents indicate their particular skills and preference for areas they would like to assist C.M.S.

1. Children to be at school on time and collected on time.
2. No early collection of children unless it's an emergency or necessary.
3. Vacations may not be taken during the school term.
4. Ensure children get to bed early enough to cope the next day at school.
5. Check that homework is done and that school bags are ready for the next day.
6. Set clear and loving boundaries for your child.
7. Establish a code of acceptable behaviour at home and at school.
8. Instil in your children good manners and decorum.
9. Uphold the Teacher's 'word', do not undermine what she has said in front of your child; making negative comments in front of them causes conflict within your child and damages his trust relationship with his Teacher. If you disagree with a point, you are welcome to discuss this privately with them.
10. Provide for intellectual stimulation at home so that they develop a curiosity and a broader interest in life.

11. Severely restrict your child's access to TV, computer games and playstations. None of these activities is beneficial to your child and breaks down good concentration skills in class.
12. Encourage daily reading or listening to reading.
13. If you have any concerns, please communicate them to your child's teacher straight away.
14. We expect you to respect our role as educators and that we always have your child's best interests at heart.
15. We expect you to support your child by showing an interest in what they are doing at school.
16. Read Forum, Newsletters and SMS communication.
17. We expect parents to take their children for added help from therapists if this is recommended.

WHAT DO WE OFFER?

- Holistic education aims to meet the needs of the students academically, physically and emotionally.
- The prepared environment contains Montessori didactic equipment, which allows concrete experiences of concepts.
- We encourage understanding through a questioning mind.
- Classes are small and consist of a vertical or mixed-age group, fostering a community spirit and ensuring that every child's needs are met.
- Outings enrich children's experiences. We arrange every term.
- Camp: Our Primary students may go on an annual camp or camp for a day as part of their Lifeskills enrichment.
- Extra lessons (Inter-murals) are offered during our School morning, over and above our Montessori Curriculum and the Department of Education's requirements.
 - Pre-Primary: 0 – 6-year-old environment.
 - Clamber Club (1 - 4 years);
 - On Key Music Lessons (6mths – 6 years);
 - Phyzz.Ed Sportz (4 - 6 years);
 - Computer Lessons (> 6-year olds/'Grade R's')
 - Primary School: 6 – 12 Environment.
 - Robotics and Coding Lessons;
 - Physical Education classes (Phyzz.Ed Sportz Coaches);
 - Music Theory and Musical Instrument Lessons;
 - Formal Art Sketching Lessons (9 – 12 Environment)
 - Chess Lessons (9 – 12 Environment);
- Various Extra-murals are offered in the afternoons. Please see the extramural list further down.
- Primary Section: We offer extra lessons for those that would benefit from additional assistance in a subject.



THE MONTESSORI TODDLER and PRE-PRIMARY ENVIRONMENT: 0 TO 6-YEAR-OLD PROGRAMME

0 – 3 years: In the Unconscious Absorbent Mind, "the child absorbs everything they come into contact with."

3 – 6 years: Absorbent Mind Stage



When speaking about Toddlers, Dr Maria Montessori said: *"At no other age has the child greater need of intelligent help."* When speaking about the 3 – 6-year-olds, Dr Montessori said: *"To learn, the child must first be able to concentrate. But no one can force concentration upon them. They develop concentration by fixing their attention on some task that they perform with their own hands".*

The first three years of life are the most fundamental in the development of human beings and their future potential. The infant's physical development is phenomenal, yet a profound and less obvious development is taking place within the child. Montessori refers to the child in this period as the spiritual embryo. A second embryonic period occurs after birth and during the first three years of life when the child's intelligence is formed when the child acquires the culture and language into which they or she is born. It is a period when the core of personality, social being and the essence of spiritual life are developed. It is widely recognised that as adults, we are largely the product of our first two to three years of life, a time of which we have no conscious memories.

The environment that we provide is fundamental for their full development. The Montessori approach for children under three has a strong emphasis on parent education, recognition of the parent as the prime educator, and preparation of the home environment. A real attraction of Montessori is its recognition that each child is unique, as Dr Montessori put it so nicely, each child has *'their own distinctive spirit, as if they were a natural work of art.'* This area provides for a nurturing environment where every young child experiences their first structured contact with other children. The environment provides for more concrete stimulation and independence. Infants and older This phase is also termed the "unconscious creator", in which children absorb the environment around them and construct their reality. At Centurion Montessori School, we provide a safe environment for them to grow emotionally, intellectually and physically

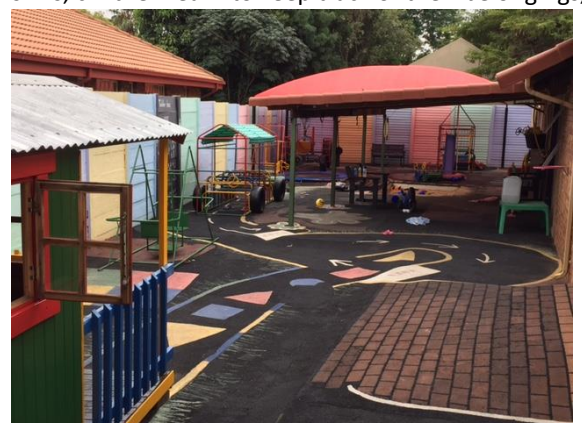
The prepared environment unifies the psycho-social, physical and academic functioning of the child. The children work through an International Montessori Curriculum. Beginning with practical and social skills, children learn to keep track of their belongings, put things away, and share materials. Academics are introduced through concrete, manipulative materials which utilise all five senses and lay the groundwork for abstract thinking later on.

THE MONTESSORI APPROACH TO CHANGING NEEDS:

One of the most critical roles in the Montessori environment is to adjust to all the various changing needs and to help our children transition from one developmental stage to another as easy as possible.

Toilet training: This is seen as one of the practical life skills that a child develops just like any other. When the child is ready and interested, they are offered encouragement, opportunity and practice. When it comes to

This is the current Prospectus; it supersedes all other copies.



toilet training, the children are encouraged to participate as much as possible to increase learning opportunities. Bathroom cleanliness is taught and is as essential as toilet training.

Feeding and Meals: Eating times are treated as social experiences as well as an opportunity to develop new skills. Meals are taken at child-size tables. We encourage our children to feed themselves. Children are also taught table and eating manners.

Sleeping Time: The beauty of the Montessori Method is that we follow the child. For example, if we notice that we have a tired little 2-year old during the work cycle, we will let them take a quick nap. With the 2 – 3-year-olds, we follow their internal body clock and work around them during the morning work cycle. As they get older, they automatically enjoy more time working with the work cycle routine of the class.

HOW IS THE CLASSROOM OR ENVIRONMENT SET UP?

This environment is designed to welcome children, keep them safe, encourage them to interact with all people and things in the environment and mainly to help them develop the following skills. Cognitive, motor, sensory, language, social and practical life. Movement forms the basis of all education, and much encouragement is given to do exploring and developing their gross motor muscles.

The Indoor environment is set up with areas to explore and develop their developing muscles. An exciting reading corner where they can learn to use books while enjoying some quiet time. Specially adapted Montessori equipment to develop their cognitive thinking. Many more activities are on the shelves to pique their interest and explore.

Our children are closely observed to determine what sensitive period they are in, and a variety of related presentations are then prepared and presented when the need arises. We focus on the essential ideas in Montessori, and together they affect every aspect of the Montessori childcare programme, namely the:

- ❖ **Absorbent mind:** The time in a human's life where learning is a joy and their minds absorb information like a sponge.
- ❖ **Sensitive periods:** A period during the child's development where a certain skill can be learned with greater ease than at a later stage during his/her development.
- ❖ **The prepared environment:** An environment where children can develop to their full potential, where the environment is calm, beautiful and order, safe and secure.
- ❖ **Control of error:** Children have the opportunity to self-correct rather than have some adult constantly correcting things for them.
- ❖ **Practical life skills:** One of the best ways for children to develop their gross and fine motor skills and to develop confidence, independence, social skills and concentration. An example of these everyday activities is perhaps matching lids to a small pot.

The children choose their work activity from among the self-correcting materials displayed on open shelves. Montessori children work with concentration and few interruptions and progress to 'normalisation'. This is the process whereby a child moves from being undisciplined to self-disciplined, from distracted to focus, through work in the environment. The process occurs through repeated work with materials that captivate the child's attention. Under the guidance of a trained teacher/directress, children in a Montessori classroom learn by making discoveries with the materials, cultivating concentration, motivation, self-discipline, and a love of learning.



In the Montessori Pre-Primary, **five** distinct areas constitute the prepared environment:



PRACTICAL LIFE: These are everyday activities that younger children love doing and these develop their care of self, care of the environment, grace and courtesy, and coordination of physical movement. These activities aid everyday skills that are needed and also develop manual dexterity, hand-eye coordination and concentration.

SENSORIAL AREA: This area enables the child to order, classify, and describe sensory impressions concerning length, width, temperature, mass, colour and generally heightens all their senses. This concrete or sensorial learning is the basis of all knowledge and abstract learning.

MATHEMATICS AREA: The maths materials enable the child to internalise concepts of number, symbol, sequence, operations, and memorisation of basic facts. The maths activities include working with rods and cubes, followed by a comprehensive range of concrete activities with quantities and numerals.



LANGUAGE AREA: Basic skills in writing and reading are developed through the use of sandpaper letters, alphabet cut-outs, and presentations that allow children to link sounds and letter symbols. Language skills are encouraged using the phonetic approach; children learn to associate letter shapes and sounds and start building their own words. Reading and writing develop naturally as a result. Stories and rhymes are included in the daily Pre-Primary programme.

CULTURAL AREA:

These activities expose the child to basics in geography, botany, zoology and puzzle building. Children learn about different people and their cultures and countries. This area concentrates on their general knowledge of the world around them.



AN EXAMPLE OF A DAILY SCHEDULE FOR THE 2 - 6 ENVIRONMENT:	
❖ For 0 – 2-year-olds, we follow the child and let them sleep or eat at necessary times.	
Morning Circle/Registration Starts:	08:00
Montessori Work Cycle:	8:00 – 11:00
Snack Time:	11:00 – 11:30
Break-Time:	11:30 – 12:00
Inter-murals: On Key Music for the 6mths - 6-year-olds: (Mondays)	
Inter-murals: Computers for the >6-year olds: (Tuesdays)	
Inter-murals: Clamber Club for the 1 - 4-year-olds: (Thursdays)	
Inter-murals: Phyzz.Ed Sportz for the 4 - 6-year-olds: (Thursdays)	
Theme/Culture, Art, Languages and Reading Time:	12:00 – 13:00
Lunch-time:	13:10 – 13:30
School Morning Ends:	13:30
After-Care Routine: Playtime or Extra-Murals	14:00 – 17:00
School Locked and Armed	17:00

MONTESSORI PRIMARY SCHOOL PROGRAMME:

6 – 12 ENVIRONMENTS

The Montessori Primary School is split into two groups: 6- 9 and 9 - 12 environments.

Junior Primary is for children between the ages of six and nine years, and Senior Primary is for children between the ages of nine and twelve years.



The Pre-Primary experience continues in the Primary programme, where the Montessori materials are a means to an end. These scientifically designed materials are intended to stimulate the imagination, aid abstraction and present a universal view of human work and purpose. Primary school children study a variety of subjects with an emphasis on stimulating the child's intellect rather than pure memorisation of information. Social skills are developed by allowing ample opportunity for discussions on aspects such as conflict, problem-solving and identification of emotions. In the Primary levels, the environment includes equipment for Language, Maths, Botany, Zoology, History, Geography, Sciences and Life Skills.

Dr Montessori said of the Primary School child: *'The elementary child has reached a new level of development. Before, they were interested in things: working with their hands, learning their names. Now they are interested mainly in the how and why ... the problem of cause and effect.'*

6 – 9 ENVIRONMENTS: 'Guideline grouping.'

(Social and imaginative Stage)



The children's focus shifts to more social beings. They feel empathy and are rebellious towards injustice. Whereas earlier, it was very difficult to determine the distinction between fantasy and reality, they have now grasped the reality of their world and can utilise their imagination to imagine impossibilities. Their intellectual curiosity is limitless at this stage. The class is an open plan to allow the children to flow easily from one area to the next.

The 6-9-year old grow rapidly in height and often becomes clumsy and uncoordinated. Physical Education, along with Extra Murals often rectifies this, and ball skills are essential to developing a love of sports. The sensitive period of justice and their 'black and white' thinking, prevalent at this age, makes learning the rules of games enjoyable to the child. Art and music form part of our curriculum, and all students at this level have the opportunity to learn to play the recorder or keyboard, plus do music theory/appreciation.



9 – 12 ENVIRONMENTS: 'Guideline grouping.'

(The stage of critical thinking, social relationships and moral justice)

These students can grasp more abstract concepts, and thus, fewer hands-on materials are required. They have already learnt how to research and now tend to become more involved in exploring in-depth topics of interest.

Hands-on individual or group projects are discussed, researched and then shared with others during presentations. To enhance the sensitive period of critical thinking, the group evaluates these presentations. Moral development in this stage continues with critical thinking discussions and debates on moral issues. These children often act without thinking, and forcing them to take responsibility for their actions is necessary. They are, at times, socially critical and verbally aggressive. Ball skills and activities play a major role in teaching team spirit and social skills. The camp also assists them during this stage.

HOW ARE THE NEEDS OF THE 6-12 CHILDREN MET?

For the child to develop correctly, they need the following freedoms: -

Physically – Free to explore his environment.

Emotionally – Free from the disorder of tantrums and socially unacceptable behaviour.

Spiritually – Free to show his true personality.

Mentally – Free to develop cognitive skills.

In a Montessori environment, the child has five freedoms:

1. They are free to choose their work.
2. They are free from interference. This aids the development of concentration.
3. They are free from disorder. This helps the child to focus.
4. They are free from dependence. This promotes a positive self-image.
5. They are free from rewards and punishment. Rewards are an obstacle to his self-esteem.

Limits placed on the child in a Montessori environment:

1. They may not disturb any other person in the environment.
2. The child must be shown how to use the material before it becomes available for choice.
3. The material must be used correctly and with care.
4. The quantity of each material is limited.
5. They are accountable for handing in the required work for the week. Cause and effect are a reality of life.



SECTION B: GENERAL SCHOOL INFORMATION:

1. ADULT to CHILD RATIO: (a guideline only)

Pre-Primary Section (0 – 6):	1:15
Primary School (6 – 12):	1:15
Aftercare:	1:30

2. ABOUT OUR SCHOOL:

Centurion Montessori School was established in 2004.

We are a registered Montessori Independent School that is privately owned.

Language Policy:

We are an English medium school.

Our language policy is English.

Speaking English at school assists our students whose first language is not English to practice speaking English well.

The exception to this rule is when our First Additional Language or Second Additional lessons are being offered.

Our Pre-Primary was started in 2004, Primary School in 2007, and Toddler Centre in 2009.

Centurion Montessori reserves the right to admission, school policy and constitution.

We are registered with the Department of Education, Municipalities and other Legal bodies that need to be complied with as per South African requirements.

We are members of S.A.M.A. (South African Montessori Association), and our Teachers are registered with S.A.C.E. (South African Council of Educators).

Montessori Training Institutions often place their students at C.M.S. to do their practical teaching hours. We consider this a privilege and find this enriching for our students.

- ***We have the right to admission as a Private School and strive to keep our school safe for all staff, parents and students.***

A SHORT SYNOPSIS OF C.M.S. AND OUR TEAM:

Our school falls in the province of Gauteng, and we are situated in Centurion. Centurion Montessori School was established in 2004. We have grown from a small Pre-Primary with a handful of students and one staff member into a Toddler, Pre-Primary and Primary school that our 20 staff members are very proud of.

We have an excellent team of teachers who have worked hard to build Centurion Montessori into a respected school in our community. In 2004, we opened our doors to two students in one small environment. We soon grew and now have three Pre-Primary environments under the organised and loving care of our H.O.D, Humaira Ismail.

Our Pre-Primary students continued to blossom both physically, cognitively and emotionally as we worked diligently to impart the wonders of the Montessori method into their young and eager minds. Our parents loved the idea of a Montessori Primary School; hence we took up the new challenge to start our Primary school in 2007. We started with a few students graduating from our 3 – 6 environments, and we're ready to join our 6 – 9 environments. We have steadily expanded the Primary School section of our school and now have 9 – 12 environments too. Minette Rens, as H.O.D of the Primary Section, and her team do a sterling job of instilling the love of learning in their students.

In 2009 we noticed a trend of parents only sending their Pre-Primary children to school when they were older when ideally, in the Montessori world, we would like them to join the 3 – 6 environments when they are 3 years old. So, we saw the need for a Toddler Centre. This has been a huge success, and we now have 'normalised' little ones moving over to our 3 – 6 environments as soon as they are ready for the new challenge.

As School Principal of C.M.S., I am very proud of my team and incredibly proud of our students.

It has been a wonderful experience to see our school grow and see some of our first students blossom into fine young teenagers at neighbouring High Schools. Our students and parents alike have become like a family, and we thank Maria



Montessori for the superior educational system that she developed, as we see the fruitage and benefits of the Montessori Method daily and will always recommend this method of teaching.

ADDRESS AND MAP:

Please see our website for directions and a map.

School Address Entrance:

11 Estcourt Avenue, Wierda
Park Ext.2, Centurion, Gauteng.

School Office Address Entrance:

7 Estcourt Avenue, Wierda Park
Ext.2, Centurion, Gauteng



3. MISSION STATEMENT:

We are committed to providing a holistic education which encourages understanding through a questioning mind. We allow children to develop intellectually at their own pace with a specially designed programme. In doing so, we build their awareness of the environment and the importance of their role in the future. In addition, we foster an understanding of their roles in society.

Therefore, high moral standards, grace and courtesy and good manners are always at the forefront in our school.

We pride ourselves in providing neutral surroundings for children to be respected for their beliefs and principles, no matter what denomination, cultural or ethnic group they may belong to. Our school maintains a neutral religious and political school policy and, in this respect, aims to provide a haven for children to reach their potential within our walls. We concentrate on delivering a high standard of education at Centurion Montessori School and rely on our parents to impart their religious and moral beliefs at home.

Our School Principal and her team of dedicated Teachers all contribute to the quality and success of Montessori Education and always have their doors open to parents and students. Our team are all working towards the same goal of ensuring well-rounded, well-adjusted and happy children that 'learn to love to learn'.

4. MANAGEMENT and OWNERSHIP OF SCHOOL:

Centurion Montessori reserves the right to admission, school policy and constitution. Centurion Montessori School is privately owned, and the owners form the School Governing Body. As per the Policy Document from the Department of Basic Education, "Rights and Responsibilities of Independent Schools."

The School Management decides on our School Policy. The School Principal makes final decisions.

The school is managed as a Close Corporation and has regular audits and financial statements drawn up for the authorities. We receive no subsidy from the Department of Education, and hence all school fees received are used to cover school expenses and salaries. We use our funds to improve the facilities, equipment and qualifications of the staff, all to the benefit of our students.

We are registered with the Department of Education and the local authorities or municipalities. We constantly endeavour to comply with all municipal, health and educational requirements for our area. We have regular inspections from all the above Departments.

Academic staff are qualified and registered with S.A.C.E. (South African Council of Educators).

Teaching Assistants are In-house trained or currently busy with their teaching qualifications.

We are registered with S.A.M.A. (S.A. Montessori Association) as a School, and some of our Teaching staff are registered in their private capacity. We always try to adhere to the standards of Montessori Education in South Africa. S.A.M.A. have done inspections of our class environments, method of teaching, equipment, staff and their qualifications. Centurion Montessori continues to encourage and assist our staff and teachers to improve their qualifications and thereby impart valuable knowledge to our children. We all keep up with regular ongoing Montessori training courses and first aid accreditation.



ORGANIZATIONAL STRUCTURE:

School Principal:

Zinita Bongers

Personal Assistant:

Minette Rens

Accounts/Uniforms and General Assistance:

Minette Rens

Head of the Toddler and Pre-Primary (0 to 6 year Environment):

Humaira Ismail

Head of the Primary Section:

Minette Rens

School Specialized Teachers:

On Key Music Lessons: Robyn

Primary Music Lessons: Maxi

Robotics/Coding and Computer Lessons: Robey, Kyle and Natale

Chess Lessons: Jaco

Physical Education Classes: Cameron and Team

Art/Sketching Lessons: Brian

Clamber Club: Lynette and her Team

Phyzz.Ed Sportz: Cameron and Team

Afternoon Extra-Mural Consultants: Many Specialized Coaches. Please see the lists further on.

5. SCHOOL TERMS:

We follow a **3-term Calendar** based on the ISASA calendar. Each term is four months long.

No Holiday Care is offered; however, some staff offer holiday care in their private capacity on our premises.

Total School Days: about 189. **Closing times for the end of Term and Mid-Term: 12h00.**

TERM 1	17 January – 11 April 2024 (56 days)	
	Start: (Wednesday)	17 January 2024
	Close: (Thursday)	11 April 2024
Mid-Terms:	Close: (Thursday)	22 February 2024
	Return: (Tuesday)	27 February 2024
Public Holidays during Term 1: (Thursday) 21 March, (Friday) 22 March; (Friday) 29 March & (Monday) 1 April		4
TERM 2	7 May – 8 August 2024 (62 days)	
	Start: (Tuesday)	7 May 2024
	Close: (Thursday)	8 August 2024
Mid-Terms:	Close: (Friday)	28 June 2024
	Return: (Monday)	8 July 2024
Public Holidays during Term 2: (Monday) 17 June		1
TERM 3	4 September – 5 December 2024 (63 days)	
	Start: (Wednesday)	4 September 2024
	Close: (Thursday)	5 December 2024
Mid-Terms:	Close: (Thursday)	24 October 2024
	Return: (Tuesday)	29 October 2024
Public Holidays during Term 3: (Monday) 23 September & (Tuesday) 24 September		2

6. SCHOOL and OFFICE HOURS:

School Operational Hours:

- **07:00 – 17:00.**
- End of Term/Mid-Term closing: 12:00.

Class Hours:

- Toddler/Pre-Primary: 08:00 – 13:30.
- Primary School: 07:30 – 13:45.

Please note:

Children should be at school a few minutes before the bell rings to start their classes on time.

It is disrespectful to be late for class!

Essential instructions and planning take place first thing in the morning.

If you are late for class, penalties will apply per the price list.

Aftercare Hours:

- 13:30 – 17:00.
- Collections after 16:45 must be from the School office gate.
- The 'late register' must be signed if collected after 17:00, and penalties will apply.



Office Hours:

- 07:00 – 16:00.
- Office E-mail: school@centurionmontessori.co.za For information, orders of uniforms, appointments, or to liaise with your child's teacher.
- Accounts E-mail: accounts@centurionmontessori.co.za For all things financial.
- Teachers E-mail: Name@centurionmontessori.co.za, e.g. tshego@centurionmontessori.co.za, etc.
- Are you E-mailing your child's teacher directly? Please CC the School in on your mail.
- School phones are only operated between 07:00 – 16:30.

7. ENTRANCE SECURITY and COLLECTION PERMISSIONS:

Security:

- Be vigilant that only your child leaves the premises with you. Do not let another child leave the property!
- Do not let any visitors gain access! The Security Guard/Staff will check if they may have access to the property or refer them to the Office.
- We take the security of our children, staff and parents very seriously.
- If another party will be collecting your child from school, email or call the office to notify the gate security.

Sign-Out Sheets:

- Sign your children out when collecting and leaving our premises.
- Please advise your Transport services to do the same.
- If you cannot collect your child, then e-mail/call the office in the morning to advise who may collect your child.
- If a specific person may NOT collect your child. The School Principal has to be notified in writing, and legal documents must be sent to her to keep in your child's Learner Profile.

Early Collections:

- Please e-mail the Office beforehand and state the reason you are collecting early.
- We will prepare a permission slip for you at the Office.
- The permission slip must be handed to your child's Teacher when collecting your child.
- Please only collect your child early if it is essential; we do not want them to miss any classwork unnecessarily.

8. PARKING AND DROP OFF ZONE:

Parking:

Please be on the lookout for children walking in your vehicle's blind spot'.

Be considerate of other parents during peak times.

Park considerately.

Do not make parking difficult for another car; our parking bays are narrow.

You are welcome to park on the office side, too.

Please physically make sure your vehicles are locked.

Do not become a victim of car jamming.

Do not leave valuables visible. Be security conscious!

Don't leave children unattended in your vehicles.

Don't park in the 'drop off' zone.

Don't park in front of the neighbouring business gates.

We observe a strict one-way system, so please follow the signs' entry' and 'exit'.

Look out for our barrier kerbs; please do not drive over or on them.



Drop-Off Zone:

Drop-Off hours are 07:00 to 08:00 every morning in front of the School Office parking area.

We encourage using this facility to keep the parking area free of excess traffic.

This is a drop-and-go zone, have your children ready to get out quickly and move along.

If you need to hand over medicine, park and come into the school. They need to be given to a Teacher with written instructions.

9. LUNCH BOX PERMITTED FOODS

Lunch box rules:

We encourage healthy eating to have the building blocks necessary to concentrate at school. Please see our suggested food items. Your co-operation in this regard will be appreciated.

'Contraband' items will be confiscated and returned to you.

- Please pack a healthy snack for your child to eat.
- A sandwich, fruit and yoghurt are usually ample. In addition, please provide meals that provide your child with a measure of independence, e.g. foods to be held or that they can eat on their own.
- **NO** sweets, chocolates, cake, sweet biscuits, fizzy drinks, sweetened drinks like Oros, energy drinks or fast foods are permitted.
- **Please keep 'sugar' and sugar drinks to a minimum as this inhibits our children's concentration in class.**
- We encourage our children to drink water at school. So, a small bottle of water with their lunchbox is excellent.
- Juice, Yogi-sip, Milo, Milk, Lipton Iced Tea all come in boxes – they work well and do not leak.
- Cutlery needs to be packed if this is necessary.
- We do not heat food for children. So, pack something they can eat cold.
- Do not 'overpack' the lunch boxes.
- We watch, assist and encourage our children to eat but do not 'force' them to eat.
- Alert your child's Teacher about any food allergies your child may have.
- We do not permit food sharing as this presents health/religious dietary issues.
- Readers damaged by leaking bottles or lunch will be invoiced to be replaced.
- If in doubt about snack items – Please ask your child's teacher.
- Tuck Shop and Term End party days are exceptions to our healthy food rules.
- We do not force-feed children.



SOME SUGGESTED LUNCH BOX ITEMS:

Biltong	Milo drink (box)	Rice cakes
Carob	Milk (box)	Salads
Cereal Bars	Muffins	Sandwiches
Cheese	Nuts	Smoothies
Crisps (but not the 'junk' chips, e.g. ghost pops or flings, etc.)	Pasta	Snack bread
Digestive biscuits	Pita's	Tuc biscuits
Dried fruit	Pizza	Trail mix
Dry Wors	Popcorn (salted)	Vienna's and cold meat
Fruit	Pretzels	Vita snacks
Fruit Juice	Provita Crunchie Vites	Water
Fruit sticks	Provita snack packets	Water flavoured drinks
Lipton Iced Tea	Provita's and Ryvita's	Yoghurt (bring a spoon)
Marie biscuits	Purity	Yogi sips
Mini cheddars	Raisins	
	Raw veggie slices	

10. AFTERCARE FACILITIES: * NO EXTRA COST – INCLUDED IN OUR FEES. 13:30 – 17:00

- Collect anytime during the afternoon.
- Please notify us if someone else will be collecting your child.
- Please send a healthy lunch as we don't provide meals.
- 0 – 3-year-olds have a nap or quiet time.
- A 'Late Collection' Penalty Fine is invoiced if collected after 17:00.
- Toddlers follow a programme that suits their needs and are separated from the others.
- Free play is encouraged during the afternoons, with some aftercare stations of activities to do.
- Sporting equipment or games may be brought to enjoy.

11. EXTRA-MURAL ACTIVITIES:

- We only provide a venue for the service provider.
- We do not get involved in their admin, times or classes. However, if we have numerous complaints about a service provider, we will investigate on your behalf, and if necessary, we will terminate their use of our premises.
- Please liaise directly with the service providers as these are outsourced to individual companies or coaches.
- We are not responsible for any incidents parents are unhappy about concerning the service provider.
- However, we will be appreciative if parents keep us informed about their interaction with service providers as we want the best for our children at C.M.S. and will change service providers if necessary.
- Parents or Coaches may not take children out during class time to leave for extra murals.
- Extra Murals may be done directly after class time and during aftercare.
- Application forms for the various activities are available in the office.
- Payment should be made **electronically** into the Service Provider's banking account.
- **WE DO NOT ACCEPT CASH PAYMENTS ON THEIR BEHALF.**
- We take no responsibility for any payments that go missing.



Contact details of our Extra-Murals: * Please request the latest extramural timetable from the office.

Archery: Enquire at the office.

Ballet: info@leaniballet.co.za or 079 511 0388

Dance Mouse: Various styles of Dance: centurion@dancemouse.co.za or www.dmcenturion.com

Creative Art classes: Enquire at the office.

On Key Piano Lessons: (Piano & Recorder) on.keycenturion@gmail.com or 060 493 5723

Little Actors Drama: tanya@littleactors.co.za or 083 304 7863.

Primary Students: Minecraft Education Advanced Coding: info@binaryschool.co.za or 084 405 3699

Pre-Primary: Computer Literacy and Intro to Coding: info@binaryschool.co.za

Pottery: s.ball@netactive.co.za or 083 388 8567

Soccerstarz: greg@soccercise.co.za or 011 882 3428

Swimming Lessons: Centurion Swimming Centre: Centurionswim.aqua@vodamail.co.za or 082 463 6525

Swimrite Swimming Centre: smeiring@telkomsa.net or 082 497 6814

Netball: Enquire from the office.

Playball: Enquire from the office.

12. CURRICULUM:

Toddler/Pre-Primary: 0 – 6 Environment

- We follow the Authentic Montessori Curriculum.
- We always double-check that we cover more than what is required in the Department of Education's Curriculum, especially with our children turning 6.
- Theme and Art Activities are offered.
- Grace and Courtesy lessons.
- Lessons that are part of the morning curriculum (over and above our Montessori Curriculum)
 - Clamber Club (1 – 4-year-olds);
 - On Key Music (6mths – 6-year-olds);
 - Phyzz.Ed Sportz (4 - 6-year-olds);
 - Computer Lessons (>6-year olds or traditionally known as the 'Grade R's')
- Outings: These are regularly arranged to enrich their young minds.



Primary School: 6 – 12 Environment.

- The Junior Primary Curriculum is for 6 - 9-year-olds.
- The Senior Primary Curriculum is for 9 – 12-year-olds.

- We run a blended/hybrid curriculum in our Junior Primary Section. For example, we use the Montessori Curriculum (Albanesi Progress Control System) and the CAPS Platinum Workbooks.
- In the Junior Primary Section: 6 – 9 years, the emphasis is on the Montessori Curriculum with the added Platinum Workbooks mainly used for Homework to check that all the Caps work is covered.
- In the Senior Primary Section: 9 – 12 years, the Caps Platinum Workbooks are emphasised as they move into a more abstract phase.
- Also included in our curriculum are:
 - Grace and Courtesy lessons.
 - Life Skill Lessons.
 - Art.
 - Afrikaans (1st Additional Language).
 - Phyzz.Ed Sportz Lessons.
 - Chess Lessons are provided to 9 – 12-year-old students.
 - Music Appreciation and Group Instrument Lessons (Keyboard or Recorder).
 - Robotics and Coding Lessons.
 - Formal Art sketching technique lessons in our 9 – 12 Environment.
- Outings: These are arranged every term to enrich their minds and life experiences.
- Basic 1st Aid Courses are arranged from time to time for 9- 12 Environment students. It is part of their Life Orientation subject and hence compulsory.
- Camp: If there is a request for a one-night camp, then this is arranged. Since Covid, we have rather opted for 'Camp for a Day' as an alternative.
- Challenga or the Conquesta Olympiad Assessments are written annually: We enrol all our applicable students in this fun event. It is written between August and October.

13. PARENT MEETINGS, TOURS, VISITS and PARENTAL INVOLVEMENT:

- We have the right to admission as a Private School and want to keep our school safe for all staff, parents and students.
- Parents may contact us via Zoom or physical onsite parent/teacher meetings. We will try and accommodate parents and visitors as far as possible.

P.T.A.: (Parent Forum/Body Groups).

We have no formal P.T.A, and parents are not involved in school policy decisions. This remains the directive of the school management. Parental involvement and assistance in various other aspects of the school are always welcomed. Suggestions or constructive ways to improve C.M.S. are always considered and discussed at our weekly management meetings. These suggestions may be made on the Parents Forum. No parents are involved in our School's Governing Body.

Parent/Teacher Progress Meetings:

We encourage regular Parent/Teacher meetings to discuss your child's progress.

We may approach you for an appointment; please do not consider this as criticism. We have your child's welfare at heart and regard this as an opportunity for parents and teachers to find solutions that benefit your child. Any feedback from you about your child is invaluable to us.

Meeting requests with the School Principal:

Have you followed the procedure?

Have you first met with your child's teacher and the H.O.D. of the Section?

Do you still want an appointment with the Principal? If so, please do the following:

E-mail for an appointment and include a brief reason for what you would like to discuss.

This will ensure that a productive and constructive meeting can take place.

Meetings will not be arranged without a brief reason for the request.

Parent's Lectures:

Parent Lectures are arranged from time to time. Parents are encouraged to attend these events. Our parents benefit when they know more about the Montessori Method and what and how their children are learning in class. If you would like us to arrange a specific topic, send us an e-mail, and we will try our best to arrange a speaker.

14. OBSERVATIONS IN CLASS and VISITING THE SCHOOL

- Parents and Therapists are welcome to come and observe.
- Please send us an e-mail to set up your observation time and date.
- Brief your child that you will be visiting and what is expected of them during your visit.

- Parents observing are requested to sit quietly and watch what their child is doing.
- Parents should refrain from demonstrating the material in the classroom to the children. Each exercise has a special presentation which they may not have been shown.
- This is not the time to speak or discuss your child's progress with their Teacher or disturb the class. When your hour is up; kindly just leave quietly.
- You may take notes to discuss later. No cell phones may be used. No filming, voice recording or photos may be taken while observing in class.
- We have the right to admission as a Private School and want to keep our school safe for all staff, parents and students.

15. COMMUNICATION TOOLS USED BY THE SCHOOL:

Contact Details:

Please keep us abreast of any changes in your contact details. We must be able to contact you if your child is ill or perhaps hurt themselves. No responsibility will be taken if we cannot contact you in case of an emergency because of incorrect information. Please keep us updated!

C.M.S. PARENTS FORUM: Our official communication notice board.

This is our means of communication with parents.

Please check the Forum daily/weekly to keep up with announcements and planners.

A friendly tip: Set it on your home screen/desktop for convenient access.

This is a closed forum and only open to our parents. Upon enrolment, parents will be sent an e-mail invite to log in to our Parents Forum, and upon leaving C.M.S., your access will automatically cease.

Please use this platform to keep abreast of ALL announcements, planners, uniform orders, school terms, school events, homework, tuck shop, etc. Suggestions are welcome on this Forum. You can raise a topic for discussion or just peruse the site. We use this platform extensively to keep parents informed of relevant activities at school daily. Please keep comments professional and kind.

E-mail/Text Messages:

Do we have your latest e-mail address and cell number? Statements and some individual correspondence gets sent electronically. Text messages are used to keep parents informed when we have outings/camps or urgent announcements that are time-sensitive. Parents are welcome to correspond with their child's teacher via e-mail, or we will forward your mail to them. Please always CC the school office when e-mailing a Teacher directly.

School E-mail address: school@centurionmontessori.co.za

Teachers' E-mail address: (staff name)@centurionmontessori.co.za, e.g. mokgadi@centurionmontessori.co.za

Correspondence and Homework Book:

RED Communication Books: You will receive an A5 book for any correspondence with your child's teacher. Please send and check this book daily, sign that you have seen it, and read the communication or homework. When your book is complete, please return it to school for us to replace it.

Communication Plastic Folders: Pre-Primary items are put in a plastic pouch/folder in the child's bag. Check for this pouch daily and use it to keep their communication book, homework and readers safe.

Some points to keep in mind:

- Parents may not ask staff for their personal telephone/cell phone numbers.
- Phoning teachers should be done before school, during breaks, or after class.
- E-mails will be responded to during School hours, and we have a 24-hour turnaround period (as far as possible). Please write in the RED communication book if it is urgent.
- We may not give out our parent's contact details to other parents.
- Please discuss any changes or difficulties at home with your child's teacher; this helps us better understand and support your children.

16. SCHOOL REPORTS AND PROFESSIONAL ASSESSMENTS:

Progress reports:

- These are issued every term.
- Comments are written candidly to give parents an accurate idea of their children's stage of development and behaviour at school.
- Should you have queries concerning any aspect of the report, please discuss the matter with your child's Teacher.
- Please note that reports will only be issued if school fees are paid.

Assessments by Professionals:

At times we may request that professional therapists assess your child.

Suspected problems are only brought to parents' attention after careful observation over a reasonable period.

Therefore, in the interest of your child, we insist that you respond as quickly as possible so that if remediation is necessary, it can take place without delay.

All referrals are done with the child's best interest in mind.

Please send us a copy of the assessment report to work along with your child's therapist in class.

If therapy is terminated, the school has to be informed.

Please note: In the last year of Pre-Primary, an Occupational Therapist and Auditory Processing/Speech brief screening will be arranged at C.M.S. This is part of their School Readiness evaluations required as a pre-requisite for our Primary School enrolment. If C.M.S. has specifically requested an urgent assessment, and it is not attended to by the date given, we reserve the right to terminate enrolment for the following year.

17. LOST PROPERTY:

All belongings should be marked clearly with your child's name.

We accept no responsibility for lost articles at School or Swimming.

All unmarked items around the school will be taken to our Lost Property Section in the Office.

Please feel free to come and look for your child's lost items in this section.

At the end of each Term, we donate all Lost Property Box items (without names) to the underprivileged in our area.

18. SCHOOL OUTINGS, COURSES and CAMPS:

School Outings:

Outings are organised regularly throughout the year. These comprise the property excursions, or we arrange for the event to be presented at the school. For off-the-property outings, a packed lunch in a disposable wrapper is required. The permission indemnity must be signed to allow them to accompany us. Pre-Primary children must wear shoes and hats for excursions. Primary students need to wear uniforms, caps and black school shoes.

Primary School Camps or Camp for a Day:

Camp is essential to your child's Montessori developmental programme.

If this is arranged, they attend a 1-night camp. This is part of the Life Orientation programme. Please budget around R2000.00-R3000.00 for camp. Details on the camp will be sent out a few months before and finalised details just before we go. Most of our students go annually and have a wonderful and enriching time together.

Staff attend Camp with our students. Camp facilitators also assist our Team in looking out for the safety and well-being of our children.

Camp for a Day: These might be planned as an alternative to the sleepover camp. We will then visit a camp facility nearby and spend the entire day having fun and experiencing the environment there. This amount will be over and above the Annual Outing fee. Parents will be informed about the details and prices for the outing, and indemnity/permission slips will be issued.

1st Aid Course: 9 – 12 Environment:

This course is presented annually. They learn vital CPR and other basic 1st Aid techniques. It also forms part of their Life Orientation subject and is therefore **mandatory** to attend. Every year, the children enjoy this course and receive an official certificate to prove they have passed. Perhaps your child will someday save a person's life with the skills acquired in the course.

19. UNIFORMS and CLOTHING:

Pre-Primary: 0 – 6 Environment.

- **Please dress your child modestly—for example, no midriffs (torso) to be visible or extremely short shorts to be worn.**
- Children should wear comfortable clothing that is easy to get on and off. Especially when toilet training.
- No uniform is prescribed for this section.
- Children must be neatly dressed in clean, comfortable clothing appropriate to their environment.
- A change of clothing should **always** be sent in their bags, as accidents happen. Please supply a plastic bag.
- **No under-clothes may be visible or very revealing clothes worn.**
- A pair of lycra shorts or hot pants must be worn underneath when wearing dresses or skirts.
- Hats: **This is a must!** They should stay in their lockers during the term. Personalised School Caps/Cricket-type hats may be ordered from the Office.
- Shoes: We encourage the children to come to school 'barefoot' in summer.

- If wearing jewellery to school, we cannot be held responsible for any loss.
- No make-up may be worn to school unless it is a theme dress-up day.
- Music, Clamber Club or Phyzzy. Ed Sportz shirts may be worn on the day of the Intermural.

Primary School: 6 – 12 Environment.

- **Our uniform is compulsory and to be worn daily!**
- **No other items except what is prescribed may be worn. A uniform penalty fine will be incurred if incorrect items are worn to school.**
- Uniform order forms are available from the Office or on the Forum.
- Collect uniform items from the office. Please sign the delivery book and check that your order is correct.
- Returns Policy on Uniforms: Parents have a week to return an item to be refunded or exchanged. It has to be in the original packaging with clothing tags still on. Thrift Shop and Embroidered items may not be exchanged.
- **Please label your child's uniform items, as they all look the same.**
- The End of Term/Midterm dress code: Neat, modest 'civvies' may be worn. No short shorts, high heels, make-up, incorrect jewellery, or political or religious outfits are permitted.
- **A 'uniform penalty fine' will be issued if an incorrect uniform item is regularly worn to school.**
- C.M.S. school caps/hats must be worn. We encourage a 'No Cap - No Play' rule.
- See Lost Property if items are lost. At the end of the term, lost property items are donated to a local 'charity'.
- SCHOOL UNIFORM ITEMS:
 - Girls: C.M.S. Red skirts or black skirts. Boys: C.M.S. Red or black shorts.
 - Black, long denim pants. (Plain, regular styles, no cargo styles, seamed, no logos, ripping or pictures on them. No denim shorts).
 - C.M.S. Short sleeve golfer shirts.
 - C.M.S. Drimac. (cold and wet days).
 - C.M.S. Tracksuit. (colder months). No other Tracksuit pants may be worn.
 - C.M.S. Polar fleece sweaters. (colder months).
 - C.M.S. Long sleeve shirt. (colder months, under the polar fleece sweater or jackets. It may not be visible under the summer shirt).
- Shoes:
 - Black school shoes or plain black tommies/takkies. No white side soles.
 - Barefoot is acceptable (except for school outings).
- Socks/Stockings:
 - Girls: Plain white ankle school socks. Boys: Black ankle school socks.
 - Black stockings or white ankle socks may be worn with a black pleated skirt.
 - No stockings may be worn with the red skirts.
- Hair:
 - Girls: Hair **must** be tied up if it touches the collar. It should be neat, tidy, and not fall into their eyes. Only the child's natural hair colour is permitted. All hair beads and accessories must be red, black or transparent.
 - Boys: Hair to be short and neat. No ponytails/loose hair braids are permitted. Only the child's natural hair colour is allowed.
- Jewellery:
 - Girls: A wristwatch (no smartwatches are permitted for security purposes). Earrings: studs or sleepers may be worn. No necklaces, bangles, religious bangles or chains are allowed.
 - Boys: A wristwatch (no smartwatches are permitted for security purposes). No other jewellery or religious bangles/chains are allowed.
- Nails: Should be kept short and neat. No nail varnish is permitted.
- Winter Accessories: Scarves, beanies and gloves must be plain black or red. No beanies or gloves may be worn in class.

20. DONATIONS – All to be used by our Children:

Books:

Please donate books to the school. These books will be to the benefit of all our children who use the School library. We constantly look for books and readers to encourage reading.

Nature Items and Other Items of Interest:

We have nature and theme tables in the class, and children are encouraged to bring things of interest to display—E.g. Nests, rock specimens, shells etc. or something related to the theme being discussed in class. Please bring back postcards or other paraphernalia to show the children if you are going on a trip. This all contributes to them increasing their general knowledge and love of learning.

Lego/Toys/Games:

Please donate these for 'rainy days' when the children can't go and play outside.

Aftercare stations constantly need more board games or chess sets. Lego of any size is worth its weight in gold at C.M.S. Please donate any Lego that your children no longer use.

You are welcome to send soccer balls to play on the multi-active after school.

21. CELL-PHONES, ELECTRONIC EQUIPMENT, TOYS and SPORTS EQUIPMENT:**Cell phones and Tablets:**

No Cell Phones are permitted at school! They will be confiscated if found, and you may collect them from the School Office. Our 'no' Cell phone policy is to protect our children. Our children are welcome to use the school phone to call you if needed.

No Smart Watches:

Please do not let your children wear these to school. It distracts them from their classwork. We find that students are busy on this device instead of paying attention in class. We find them taking photos or video clips, and this infringes on the student's and staff's privacy. Receiving calls and texts during school time is a huge problem. If you need to reach your child, please call the school, and we will relay the message or get them to call you back.

Electronic Devices:

Senior Primary students can bring their Tablets and Lap Tops on selected days if research projects are necessary. The Electronic Device Policy must be signed and kept on file beforehand. These devices may only be used during class time. Kindles may be used to read books. But no games are to be played on the devices.

We take **no** responsibility for these items, and the learner should always look after them.

We take no responsibility for the Robotics Kits for theft or breakage. They are left at school at their own risk.

Toys and Poppits:

Parents are requested not to **permit** their children to bring toys to school; this becomes a huge problem among the other children. We will confiscate toys sent to school, which will be returned to your child at the end of the day.

Sports Equipment:

Children are **welcome** to bring soccer balls and other sports equipment to school. We encourage the children to be active. We are not responsible for any items lost or damaged at school.

22. TUCK SHOP PROCEDURE:**(Time: 12:45 - 13:45)**

On selected Fridays (Please see your Year Planner for the dates).

Tuck Shop is only for our Pre-Primary and Primary school children to use.

Please give your children some tuck money (about R50.00-R100.00), preferably in coins, to purchase items.

We take no responsibility for looking after their money or controlling what they purchase.

Teachers assist the younger ones, but Parents are welcome to help their children.

Tuck shop items are not always healthy, and you are not obligated to send Tuck money. Please send their nutritious lunch box items to school if you prefer this.

Please note: Tuck Shop is only at 12:45, so please send a small light snack for them to enjoy at their 11:00 break time.

**Primary School Students on Tuck Duty:**

You will be notified when it's your child's turn to sell at the tuck shop. **You must arrive at 12:30 - Office gate if you are assisting your child.**

Primary Students are taught basic business skills during their Tuck shop duty.

This activity is a Math assignment. They will have to write the profit and loss calculations in their books.

Please bring a 'float' of small change. R10.00 rent will be charged for the table. These impress on them that all businesses pay rent and incur operating expenses. They may take the rest of the proceeds home as profit.

Baked and homemade goods are preferred as items to sell.

No toys, suckers (dangerous sharp items for smaller ones), sweet straws/sherbet and gum may be sold.

No raffles may be held as this is a form of gambling.

23. SICK CHILDREN, ABSENTEEISM and PERMISSION TO BE ABSENT RULES:

Centurion Montessori cares for the health of all its children and staff. Please **do not** send your child to school if they are not well; this is unfair to our healthy children and teachers. When ill, staying at home will prevent this vicious circle of infection and re-infection.

We cannot administer any medicine under the Medicines and Related Substances Amendment Act of 2002. Therefore, children who are sick enough to receive medication must stay home until they are well enough to return to school.

Sick Children and Primary School Assessments:

- **A doctor's note must be submitted to the office if they are in Primary School and especially if they will miss an assessment, project presentation, speech, etc.** We will then reschedule their assessment. No other reasons will be considered valid unless it is extenuating circumstances. Going away for the weekend or on holiday is not valid reason to miss the end-of-term assessments.
- No child may attend school if they have diarrhoea, vomiting, impetigo on the skin, a temperature, a rash, a discharge anywhere, infected eyes, an exceptionally heavy cold or cough, lice and an infectious disease.
- **No medicine may be in the school bags.**
- **Children are not permitted to self-medicate.**
- If a parent wants the Teacher to administer medicines, we may only do so if it is issued to us in writing.
- **If your child is on antibiotics, they are not well enough to return to school until their 2nd day on the course.**
- Please give this medication to your child's Teacher PERSONALLY and write it in their communication/diary.
- Please provide a spoon.
- Please administer all vitamins at home.
- Remember to take the medicine home when collecting your child from school.
- If your child is sick, we will call you to collect them immediately.
- Please ensure that your child's vaccinations are kept up-to-date.
- All injuries are entered into our 'incident register'.
- In the event of injuries or illnesses of a serious nature, the school reserves the right to contact you/spouse or medical practitioner to effect emergency treatment for the child. All such treatment will be for your account.
- Minor injuries will be treated by the staff members who are 1st aid trained, and you are requested at all times to ensure that we are aware of any special precautions, such as allergies, in the treatment of your child.
- If your child takes homoeopathic medicine, the school will not give the medication hourly, as the child is too sick to be at school. Instead, we will provide it to the child during break and midday.
- Children who have Asthma must have an asthma pump at school. An EpiPen must also be brought to school if they suffer from a bad allergy.

Lice:

As per the Health Act of 1977, no children with 'hair lice' may attend school. Parents will be advised of any outbreaks and informed of preventative measures. We do periodic checks on the children for lice. If we suspect your child has lice, please collect them and take them to the Pharmacy to double-check.

Absentee procedure or taking a vacation during the school term:

- If your child is sick or needs to see a doctor, please inform us early in the morning via e-mail.
- We must upload our absentees to the Department of Education every Friday and advise why they are not at school and if we have Medical notes.
- **A Medical Certificate has to be handed in if your child is absent for three days or more.**
- **If assessments are being written and your child is absent. A medical certificate is necessary to re-write on another day.** They will get a zero for the assessment if no medical certificate is received.
- Vacations may not be taken during the school term as this is very disruptive to our children (no matter their age); they also miss out on important school work and consistency in class.
- If, however, this is unavoidable and the exception. Permission must be granted by the Principal beforehand. Please e-mail school@centurionmontessori.co.za beforehand.

24. STATIONERY:

These items are to be handed to your class teacher on the Orientation day or by the latest on the 1st day of School. The Stationery lists are available from the Office or under the Forum's Announcement Section. You can also order pre-packed items from the Office that are sourced from the Suppliers on your behalf.

25. CODE OF CONDUCT:

Montessori teachers have found that the parents who have taken the time to understand the philosophy regarding discipline in our environments and try to incorporate similar methods at home have greater success in this area. Children who have consistency at home that is compatible with that at school are more secure and display signs of self-discipline earlier on. The Montessori concept of true discipline coming from within is explained well in this online article, and we encourage parents to read the short article. Please click on the link:

<http://www.montessori.org/story.php?id=230>

- Children and Parents are requested to read and sign the Code of Conduct Contract attached to the enrolment contract; this is a binding contract and will be enforced.
- We expect all students to conduct themselves in a socially responsible manner. An orderly, respectful learning environment is important for students and staff to feel safe and secure and for all students to reach their full potential.
- We provide an environment that is conducive to a high standard of learning. Every child in our environment is provided with the tools for them to reach and achieve an excellent standard of education. Any child who becomes disrespectful and disregards these measures will be asked to leave the class or the School if this is habitual and if it is to the detriment of his fellow students.
- If any learner disrupts the learning of other students in the class, they could be asked to leave class or school if this is ongoing.
- We expect respect to be shown to all and good manners to be displayed at all times. Restraint in all forms of behaviour is vital for Montessori children at C.M.S.
- We expect all to set high standards of behaviour, treating each other with courtesy and respect to ensure that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected.
- Parents are to contact their child's teacher if they have any concerns involving their child or another child. The school will then deal with the matter and give the respective parents feedback on the action that was decided on.
- **No parent is permitted to confront another parent's child on the school premises without their parents or a teacher being present.**
- Biting, wilful hurting or bullying of another child, including swearing, stealing or lewd behaviour, will not be tolerated.
- No cell phones or other electronic devices are permitted. No smartwatches are allowed.
- Any destruction of our school's moveable and in-movable equipment because of unacceptable behaviour (indoor or outdoor) will have to be replaced, and you will be invoiced for the damaged item.
- Repeated flouting of the rules and a disregard for the needs of others or the property of the class and School is not acceptable at our school.
- No disrespect shown to staff is acceptable.
- Homework and classwork are expected to be done and kept up to date.
- During morning Inter-murals, students who disrupt the class and misbehave will be sent back to their class and will forfeit the class for that day.
- The correct school uniform must be worn.
- **Assessments: If Assessments are being written and the child is absent. A medical certificate is necessary to re-write on another day. Vacation time will not be considered as an excuse to re-write; only unavoidable direct family emergencies or funerals will be valid to re-write on another day. Please enquire from the office if you are not sure about this clause.**

26. NEUTRALITY POLICY: CELEBRATIONS, RELIGION, NATIONALISM and POLITICS:



In South Africa, we have eleven official languages, many different religious groups and many different vibrant cultures. We are a neutral school in all religious affairs, celebrations and in all aspects of politics. We maintain neutrality in all aspects and therefore concentrate on providing a good, high standard of education for your children and stay clear of all nationalistic, political or religious activities. Centurion Montessori respects the religious freedom of all and thus leaves religious instruction to the parents. As we respect all our children enrolled at our school, we will not celebrate any of the commercial celebrations, including Birthdays, Christmas, Divali, Eid, Mother/Father's Day, Valentine's Day or any other religious or cultural celebrations, etc., at our School. As part of our neutrality, no visible religious emblems, jewellery or outfits may be worn to school.

We do, however, arrange regular fun 'parties and theme days' for all the children. We respectfully request that you not send 'birthday cake' or anything related to religious or cultural customs to school. Class lists will be available for parents if they want to send invitations for a party after school hours.

Religion Education for our different groups is offered as part of the Life Orientation subject in Primary School.

Pre-Primary students may also have these lessons as part of their Theme for the week. Our students are encouraged to understand that their friends may have other religions and need to be respected. No dogma is taught at school, and the subject is kept very basic and factual, e.g. In the Jewish faith, they have the Star of David, etc. No gambling is permitted at C.M.S., including all forms of raffles.

27. S.A.M.A. (South African Montessori Association):

We are a longstanding SAMA Member School. SAMA requires that every child at a registered Montessori school pay a SAMA nominal child levy to them; these funds are used wisely. The website for SAMA and more info on this organization is: www.samontessori.org.za



28. TRANSPORT SERVICES and COLLECTION OF CHILDREN BY OTHERS:

- **Shuttle Bros School Transport is our School's Preferred Transport Provider.**
- Contact Ashley Geffen (Cell: 076 343 8874).
- **A free quotation can be acquired by using the website: www.shuttlebros.co.za**
- You are welcome to use any school transport company or person.
- Please ensure your transport company collects your child by 16:30.
- Parents must provide the school with the name of the Transport and the contact details that they use.
- A list of persons offering transport is available from the office.
- **C.M.S. takes NO responsibility or liability for any transport service used. We only keep a list of transport services on file for parents' convenience. No safety checks have been done on them by the school. This remains the parent's responsibility.**
- Please check that your Transport company/person has a valid driver's licence and PDP.
- For security reasons, no children are permitted to leave the property with an unauthorised person at any time unless arrangements have been made by the parents with the school.
- **Please advise your transport service to sign your children out at the gate.**
- If a child may not accompany a parent or specific person, we need this legal documentation to uphold your directive.



29. SOCIAL MEDIA, VERBAL NEGATIVITY and the 'TERMITE PARENT SYNDROME':

Parents are sincerely requested not to be found guilty of 'eating' into the good foundations, morale and camaraderie that our wonderful parents and our school team have spent time building up. Our team work hard to offer your child the best in education and attention from them. We love all our students. It is, however, realistic that at times parents may become unhappy with some matter or the other, to do with School life. These issues should be addressed with the Teacher or School Principal so that we can fix the problem speedily or arrive at some harmonious solution, rather than resorting to texting and talking amongst each other, thus creating a bad vibe and sowing discontent among our other happy parents and staff. This would include all forms of Social Media and WhatsApp platforms too. This sort of behaviour can achieve no good as it is contentious.

We sincerely ask our parents to work along with us to build a haven for their children and not to break down the good we do by 'slandering' the school or its staff. If you are genuinely unhappy, please address the situation with the Principal so that a solution may be found.

We would also appreciate it if parents squash any such negative talk, texts or e-mail if this should filter past them. Every family has to constantly evaluate the needs of their children and choose a suitable school to meet those needs and values. If parents are found guilty of inciting other parents against C.M.S and stirring up negativity against the school management or staff, your child will be asked to leave C.M.S.

**Our Montessori philosophy concentrates on the positive and not the negative.
Let's fix the negative, not break down the positive!**

30. WEBSITES and READING LIST:

1. South African Montessori Association Website: www.samontessori.org.za
2. International Montessori Foundation Website: www.montessori.org This site has many parent articles to download and frequently asked questions by parents. As well as scientific studies between traditional children versus Montessori children. A very informative site.
3. Book stores have many books on the Montessori Method.
4. Tomorrow's Child Magazine – Online Version.
5. Montessori Madness, it is a quick drawing - cartoon showing the difference between the Montessori Method and Traditional Methods. Please take a look at Trevor Eissler's video clip.
<https://www.youtube.com/watch?v=GcgN0IEh5IA>
6. A lovely video clip of the classroom. <http://www.buildingthepinktower.org/montessori>
7. Free Readers for all ages: www.monkeypen.com



SECTION C: APPLICATION and ENROLMENT PROCEDURES

1. ADMISSION and ENROLMENT POLICY:

1. Children are enrolled ***on a three (3) calendar month probation period.***
2. Any child enrolled at the school will remain enrolled until the parents give the required notice or the school terminates the enrolment.
3. Enrolment is on a 5-day/week basis and is full-time. In the event that a term off or an extended overseas vacation is taken, then school fees are still due for the time that your child will not be at school.
4. The medium of instruction is English, and children are only accepted if they have a good understanding of English to allow satisfactory progress to be made.
5. Enrolment forms will be rejected if all the documentation requested is not attached, e.g. birth certificate, debit order, signed indemnities by both parents, etc. Please check that all forms and documents are attached.
6. Admission preference is given to siblings of older ones already enrolled.
7. Preference for admission is given to students transferring from other Montessori schools.
8. All previous school reports must be sent before admission is granted.
9. Admission will be determined for older children once an assessment at our school has been completed.
10. Transfer Cards must accompany the enrolment form.

11. Enrolment may be terminated if school fees are not settled by the 7th of the month and the finance department has not made alternative arrangements. The school has the right to ask parents to remove their children from school until the fees have been settled.
12. Acceptance letters are sent to parents. Enrolment is then secured once the enrolment form, along with the proof of deposits for the enrolment fees and full deposit or a part payment deposit, has been received by the school. The go-ahead will be given that your child has been accepted and may start on a specific date.
13. Primary School enrolment is per invitation only and based on availability and abilities. (Please see more under Primary School criteria.)
14. At no time will one child's inappropriate or negative behaviour be allowed to interfere with or hinder the progress and development of the group as a whole.
15. Children may be asked to leave without notice if they were enrolled on false pretences or if their behaviour is unacceptable, detrimental or disruptive to the other children.
16. If recommendations were made for therapy to assist the child in Grade 1 'Invite' letter and the recommendations are not taken seriously, this will be a reason for the termination or refusal to accept the child into primary school.
17. If parents are unwilling to work with the school or no parental response to the school's request to obtain help for the child is received, the parents will then be asked to remove their child from the school at a pre-determined date. Parents will be held liable for the balance of fees until termination.
18. Primary School Parents are strongly urged not to change schools in the middle of the school year unless unforeseen circumstances apply. Before moving to another school, these children must complete all the work or curriculum.
19. We are not a special needs school and, therefore do not have the expertise or staff to assist with such cases. This would imply any emotional, intellectual or physical disabilities would be referred to the appropriate school in the area that is in a position to help.
20. Siblings are separated into different classes unless there is no other alternative environment.

2. TODDLER AND PRE-PRIMARY SECTION REQUIREMENTS: 0 to 6 year old's Environment.

New Parents: Helping Your Child Overcome Separation Anxiety:

When children start at a new school, it's an adjustment for all; with this adjustment phase, you will need to be brave and strong, as it's often harder on parents than children. Each child differs in settling down, and it is easiest to spend a few minutes settling them in, say goodbye and leave – even if your child cries. We will phone you if they are too upset, and you are welcome to call and find out how they are doing. This beginning stage is essential in building trust with your child (and you!) and for us to establish a relationship with them (and you!). Speak to us if you are worried or just need some reassurance.

Consistency is the most important factor in helping your child feel confident about going to school. Order helps your child know that today will be just like yesterday, and the morning routine is crucial to communicate this to your child. No matter how verbal the child, beginning each day in the same way at the same time communicates much more to them about your routine than any words you can say. In reverse, if each day begins differently, it is easy for the child to think that maybe the day will end differently and maybe Mommy will not come back this time.

Be consistent. The more you're tempted towards giving in to a lapse in routine, the more you need to maintain order. **If you choose to break the routine even once, it will take many more repetitions of the routine before your child gains back the confidence lost.**

If your child refuses to cooperate, pull out the **creative choices**! If they need to put their shoes on, and this is not a choice, make it into one: "Do you want to put on this shoe or this shoe?" If your child is being picky at breakfast time, and it seems as if they won't eat: "Do you want to eat breakfast now or wait for snack time at school?" or "Do you want cereal or porridge?" Again, be firm with your choices, letting your child know that these are the only choices available. They/she may choose not to choose as well, in which case you may choose for them: "Do you want to choose your breakfast or would you like me to choose?" In most cases, they enjoy choosing for themselves and will prefer this over your choice.

1. Have your child choose their clothes and set out shoes, etc., the night before to reduce stress and help them look forward to the morning. Consistent bedtime routines also help.
2. Set the alarm for a little earlier, so you are not in a hurry and can be patient with your child. Give yourself a few extra minutes before you wake your child to get yourself ready for the day.
3. **Be positive.** Talk about what was fun yesterday (ask your child's teachers for suggestions, if necessary).
4. **Be firm.** Focus on the next step in getting ready. If your child is dwelling on negative things and tries to draw you into that sort of conversation, just repeat the routine of the morning (singing about what comes next will help to lighten the mood).

5. **Don't carry your child into school!** Walking in on their own is a confidence booster. Being carried communicates to the child that protection is needed.
6. Our Class Circle Time begins at 8:00. If your child arrives by 7:30, it is easier for them to transition smoothly from home to school.
7. Plan and give your child enough time to do as much as possible independently. This includes putting her things away at school upon arrival.
8. Let your child know that you need their help and say, "I would appreciate anything you could do to help us get to school before class time." This lets your child know that you intend to arrive at school each day on time, no matter what. It also signals that your approximate arrival at the end of the day will be the same, too.
9. Try to arrange for your child to leave school at the same general time each day. Say, "I'll see you just before lunch (playtime, outside time, etc.). It helps for those first few weeks of transition to be consistent with pick-up times.
10. Above all, **trust the staff.** We have helped many new children cope with this transition and know what to expect. If you have questions or concerns, call us or bring them up when the child is not around. We can help, but a child whose parent is worried knows and worries that there may be something to worry about.

What do you need to bring for your 0 - 2 year-old?

All items to be marked.

TO BRING DAILY:

- ✓ Food, juice, water bottle. Aftercare lunch.
- ✓ Baby items.
- ✓ Sets of extra clothes.
- ✓ Pull-up Nappies/Nappies: 5 to 6 per day (depending on the usual daily use)
- ✓ While toilet training: Send pull-up nappies for those rough days, wipes, underpants or panties, extra clothes and underwear!
- ✓ Barrier cream.
- ✓ Wet Wipes.
- ✓ Box of porridge (enough for a month). If still needed.
- ✓ Tin of milk formula (enough for a month). If still needed.
- ✓ Plastic bags for wet or dirty clothes.
- ✓ Sunscreen lotion and a hat.
- ✓ Box tissues/ Roll of baby soft toilet paper.

What do you need for class in the Toddler/Pre-Primary Section? (2 – 6 Environment)

All items to be marked.

- ✓ Small Schoolbag. Extra mask.
- ✓ Mid-morning snack (easily manageable, simple and healthy)
- ✓ Small Bottle of Water.
- ✓ After-care lunch if applicable.
- ✓ Communication Pouch/Book.
- ✓ A change of clothes and **a plastic packet to put soiled clothes in** – to be used in case of accidents. Please replace if used.
- ✓ Extra Mural Bags must also have the child's name on the outside.
- ✓ Stationery as per the list provided by the office or on the forum.

3. PRIMARY SCHOOL 'NEED TO KNOWS', REQUIREMENTS: 6 – 12 Environment.

1. Children in their last year of Pre-Primary will be invited during Term 2 so parents can accept or decline our invitation to Junior Primary.
2. **Children turning seven must enter Grade 1.**
2. We do not have trained staff to enrol children with learning, physical disabilities or severe emotional difficulties.
3. Enrolment forms must be submitted by the due date, or an invite will go out to the next on the list of prospective children.
4. Application forms are available from the Office.
5. Enrollments will be rejected if all the documentation is not attached to the enrolment forms.
6. Please read our enrolment criteria in point 1 of Section C.

Points we consider when inviting Grade R children:

- ✓ Is the learner well-behaved and well-mannered?
- ✓ Is the child turning 7 the following year, then they should go to Junior Primary?
- ✓ How long has the learner been enrolled at Centurion Montessori?

- ✓ What is their Pre-Primary track record like? Only children with a good work ethic and attendance will be considered?
- ✓ Are they suited to a Montessori method Primary School or would a Traditional system suit their needs?
- ✓ Are the child's parents Montessori parents? Are they committed to this way of education?
- ✓ Do the parents come to parent info lectures and know the Montessori method?
- ✓ Are school fees settled on time, or do we have to continually follow up on accounts?
- ✓ Have all the required assessments been done, namely, School readiness test, Occupational therapist evaluation, if requested?
- ✓ If a problem has been identified, have parents been willing to comply and have further assessments done? Have the consultant reports been handed to the school?
- ✓ Does your child have special needs? and are we able to accommodate those?

What do you need for Primary School? (Please write your child's name clearly on all their items.)

- ✓ A small school Bag – It must be able to fit into their locker. **NO CADII Bags or huge bags are permitted.**
- ✓ A homework bag will be given out on the first week of school; please make sure it comes to school every day and is kept neat and tidy. It has to last for their whole Primary School journey.
- ✓ Uniforms and black school shoes – to be labelled/embroidered.
- ✓ School hat or cap.
- ✓ Break-Time and Lunch-Time Meals.
- ✓ Stationery is to be purchased per the lists provided.
- ✓ Pre-packed stationery and Book options are available.
- ✓ A book covering lists is also provided.

Documentation Items that are necessary when enrolling:

- ✓ Enrolment Form – signed by both parents or guardians.
- ✓ Debit Order Mandate Form – correctly filled in and signed.
- ✓ Transfer Card if coming from another school.
- ✓ Reports and Assessments if coming from another school.
- ✓ Immunization Card with updated vaccinations. (legal requirement)
- ✓ Birth Certificate.
- ✓ Transport or Collection Details for the Child.
- ✓ Code of conduct signed.
- ✓ My School application form.
- ✓ Proof of deposit that was paid.
- ✓ All other documentation as per the enrolment forms.

SECTION D:

SCHOOL FEES, DEPOSITS, ENROLMENT FEES, TERMINATION DETAILS AND FINANCIAL INFORMATION:

1. TERMINATION PROCEDURES and CONTRACTUAL CONDITIONS:

(Notice given by the School or by Parents)

- 1. We require two full calendar months' notice of termination in writing. Should the notice be received during the month, C.M.S will apply the notice from the 1st of the next month to ensure that the two full calendar months' notice applies.**

Please e-mail your notice to the School address, which will be dated and stamped as received and noted.

Notice may be sent during School Holidays and Midterms.

- 2. Your deposit will be forfeited if the correct notice period is not given.**
- Deposits will be returned for Term 1 by the 30th April, Term 2 by the 31st August, and Term 3 by the 31st December.
- If a sibling is still enrolled with us, the deposit will be credited to their sibling account and not physically be paid back to you.
- The NOT-01 form 'deposit to be returned form' should be sent back to the office upon notice given. We need this to start the process of refunding your deposit at the end of the notice period. Available from the office.
- If a deposit has been paid to secure your child's place at the School and the child does not attend C.M.S, this deposit **will not** be refunded as it is a non-refundable deposit to secure your child's place at our School.
- If a deposit has been paid for Grade 1 admission and the conditions of the invitation letter have not been met by the end of the previous year, then the School reserves the right to cancel the future enrolment into Grade 1.
- All School Fee invoicing will still be done accordingly for the notice period, including the holiday period, if this should fall during the notice period.**
- C.M.S. reserves the right to terminate or withhold tuition if your school fees have not been paid by the 7th of the month.**
- If there is a history of non-payment of school fees. The School reserves the right to give parents notice not to return their child in the next term.
- If your child's behaviour is deemed unacceptable or disruptive to the environment, the School will give your child 'notice' to find another suitable school.
- In Primary School, it is expected that homework and schoolwork are completed by the end of every week. If this is a recurring problem that your child doesn't comply with, then your child will be asked to leave.
- Parents found to be undermining the good name of C.M.S. and gossiping to other parents about their grievances will be asked to leave C.M.S. Please also read the section under 'Termite Parents' for more info in the School Prospectus.
- If parents have been repeatedly requested to get further therapeutic assistance for their child's advancement in class. e.g. to see an Occupational Therapist or Educational Psychologist, and this has not been done. This will also be a reason for termination from the School's side.

2. DEPOSITS (Refundable) and ENROLMENT FEES (Non-Refundable):

- Deposits are necessary to secure your child's enrolment.
- Deposits or deposit part payments must be made when the enrolment is accepted and the forms submitted.
- Deposits held do not accumulate interest.

4. Deposits are adjusted annually in January to keep them current with the current year's deposit. These adjustments must be settled by June. The part payments will be invoiced to your account to keep it current. Please see the deposit part of your child's statement for the balance of your deposit paid to date.
5. **Deposits will be returned if all the Notice of Termination procedures are followed.**
6. **Enrolment fees are non-refundable fees.**
7. **C.M.S will keep unused and unclaimed funds for 3 (three) years; should parents not claim or collect the funds after 3 (three) years, the funds will be forfeited.**

3. GENERAL FINANCIAL DETAILS:

1. School fees are payable in advance.
2. **Payments are due by the 1st of the month, term or year.**
3. Late payments or short payments carry weekly penalties. Late School Fees that have not been settled in full by the 2nd of the month would incur penalties, even if settlement arrangements were made with the Accounts Department.
4. **School fees are calculated on an 11-month basis. No fees are invoiced for December.**
5. **If payments are more than 7 days late, the School shall have the right to withhold any services to the child. Parents shall still be liable for all fees during the suspension.**
6. The accounting system, ScholaSys, automatically fines unpaid debit orders.
7. Late arrival for class: penalties are charged at a set amount/15 minutes. (Please respect our class starting time).
8. Late collection of children: If collecting after term closing time: - 17:00 or after 12:00 at the end of the term/midterm. Penalties are charged at a set amount/15 minutes. (Please see the school fee page).
9. Any textbooks, class books, readers, communication pouches, red books or books not returned to School the next day will be penalised or invoiced for. We need these items to deliver productive lessons. Please check that your child has music books and recorders in their school bags on music day.
10. Music and Olympiad exam fees will be charged to your account. These are compulsory assessments and are in your child's best interest educationally. The relevant bodies issue certificates.
11. 1st Aid Fees will be invoiced to all Senior Primary Students for the compulsory course.
12. Camp Fees will be invoiced after confirmation has been received from parents of the attendance of their child. After final bookings are made with the camp venue, we cannot refund these fees to parents should circumstances change.
13. Uniform penalties are issued if the incorrect uniform is worn to the School on a habitual basis.
14. If it shall be necessary to place this contract or any other debt due to the School by the undersigned with an attorney/debt collector, the parent agrees to carry all costs incurred by the School.
15. School Reports/Transfer documents may be held back if school accounts have not been settled in full at the time of issuing them. However, they will be released immediately to parents upon payment received.
16. All monies due under this Agreement are due and payable as stated above.
17. Please note the above will be incurred if the offence is habitual, disruptive to the class, causes staff to stay at School after their work hours have ended or has shown no regard for school policy.
18. **Robotic Kits:** If your child has left C.M.S. and is attending another school, we will keep your child's Robotics Kit for up to 6 months. After that, it will be used for spare parts for the other kits. Please remember to request your Robotics Kit when leaving the School.

4. SCHOOL FEE PAYMENT TERMS:

1. School Fee Payment Options: All due by the 1st of the month/term/year. Invoicing is done in advance.
2. Sibling Discounts: 5%, 10% and 15% discount on the school fees. Applicable to the 2nd sibling onwards.
3. Payment options are monthly, term or annual. Your chosen plan will be recurring until the office is notified via

e-mail of your request to change the payment option.

4. Payment options are changed in November for the coming year and remain in effect for the next year.

Please notify via e-mail by November at the latest for the next year.

5. Settlement Discounts will be applied if the Term or Annual Fees are settled by the Due Date.

6. Monthly Payments: 11 payments, January – November, due by the 1st of the month.

7. Term Payments: 2.5% Settlement Discount. Due on or before the 1st January, 1st May and the 1st September.

8. Annual Payments: 5% Settlement Discount. Due on or before the 1st January.

9. Cash Payments: (To be paid to the Accounts Department).

- If depositing cash into our account, the cash deposit fees will be invoiced to your account.
- If paying by cash, please get a receipt for your payment. If payment is queried, you will need your receipt to prove your payment. **Please insist on a receipt from the accounts department.**

10. Debit Orders:

- Payments are authorised for the day you indicated on the debit order mandate form.
- The debit order will not be authorised if your account is in credit.
- The full amount outstanding will be authorised to go off your bank account.
- **Debit orders are authorised in advance, on the 20th of every month, for your requested dates.**
- Debit orders run every month, and if electronic payments are also made over and above, this will be used towards the fees for the next month. The School will not return the credit.
- We kindly request that you let your monthly debit order run.
- Debit orders are mandatory. Enrolment will not progress without this mandate. Upon termination of enrolment, the debit order will cease.
- If an E.F.T. is made, it has to be made by the 18th to be considered for the debit order authorisation. Please use your ScholaSys account reference number and e-mail the proof of payment.

5. A SUMMARY OF THE MOST IMPORTANT FINANCIAL TERMS AND CONDITIONS:

- **Enrolment fees are once-off, non-refundable fees.**
- **A deposit adjustment** may be processed **annually in January, to be settled by June**. The amount will bring your deposit in line with the current year's deposit amount.
- Deposits can be paid off in **1 to 6 instalments**. No other payment arrangements will be made.
- Deposits held do not accumulate interest.
- If the correct termination notice is not given, your deposit will be forfeited.
- If the correct notice is given, your deposit will be returned to you **without interest**.
- If a deposit or part payment of your deposit has been paid to secure your child's place at the School and the child does not attend C.M.S, this deposit or part deposit **will not** be refunded. It is a **non-refundable** deposit to secure your child's place at our school.
- The deposit, or balance of the deposit after the deduction of any outstanding amounts, will be refunded on the last day of the termination period. (*e.g. 30th April – for Term 1, 31st August - for Term 2 and the 31st December for Term 3*). However, if a sibling is still enrolled with us, the deposit will be credited to their sibling account and not physically paid back to you.
- Please use your child's **account number** when doing E.F.T.'s, not your name or your child's name.
- Please pay for **multiple children** with **multiple transfers**.
- The full amount outstanding on your account will be authorised for debit orders.

- Payment Option Plans may be changed annually in November or earlier for the next year. Please e-mail the office if wanting to change from Monthly, Term or Annual.
- No payment arrangements will be entered into.
- Non-payment of your Account may lead to **notice given** to you by the School.
- Inter-murals and Adhoc payments for items such as music, computers, camp, exams, stationery, books, first aid courses, etc., **are not included in your school fees** and will be charged separately.
- **Cash deposit fees** will be invoiced to your child's account.
- E.F.T.'s made after a debit order has been submitted or authorised: the credit will be used towards the next month's fees. **No refunds will be done.**
- **Your child must be kept at home if:**
 - Your account payment has not been reflected by the 7th of each month.
 - Your debit order has 'bounced', and alternative payments have not been made by the 7th.

IMPORTANT:

- ✚ This Enrolment and Financial Contract, together with the latest School Prospectus, forms our School Policy and Constitution and is legally binding.
- ✚ Parents are encouraged to request annual updates of the most current version.
- ✚ We reserve the right to amend this document as the need arises.
- ✚ We have the right to admission as a Private School and would like to keep our School safe for all staff, parents and students.

6. BANKING DETAILS:

Standard Bank: Centurion Branch
Branch Code: 051001
Name of Account: Centurion Montessori School
Account No: **410 404 926**
Your Reference: ScholaSys Account Number (CMS.....) or Name and Surname of the Learner
Proof of Payments: E-mail to: accounts@centurionmontessori.co.za

School Fees for 2024 are all-inclusive.
Aftercare is included in the School Fees.
Fees are attached as a separate document.