

# PARENT HANDBOOK



**beehive**  
montessori pre-school  
HONOURING THE POTENTIAL OF THE CHILD

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# **THE BEEHIVE MONTESSORI PRE-PRIMARY SCHOOL**

## **INTRODUCTION**

This Parent Handbook, written by the staff for the parents of the Beehive Montessori School, will explain how the school operates and present guidelines, suggestions and answers to questions that may arise throughout the school year. It is an attempt to clarify points and hopefully, help parents to suggest and contribute ideas that will help us make your child's experience at the Beehive an enriching and rewarding one.

You are about to participate in a very unique learning experience with your child. We welcome you, and invite you to participate and join our staff in providing a positive learning experience.

## **HISTORY OF THE BEEHIVE MONTESSORI SCHOOL**

Beehive Montessori School is a private parent run school that was established in 1983 by parents for their children. In 2009 the Toddler group opened its doors. We offer a unique environment for children aged 18 months to 6 years/Gr R without regard of race, creed, religion or national origin. The school is registered as a non-profit organisation.

Beehive employs qualified Montessori staff.

Beehive provides a daily living and learning environment for children where they can grow socially, physically and mentally in a structure governed by the Montessori philosophy. A Montessori-based after-school care facility was added in 1991 to provide a caring and stimulating environment for children in the afternoons.

A parent committee, including the Head Directress (Principal), manages the business affairs of the Beehive Montessori School.

## THE EDUCATIONAL PHILOSOPHY OF Maria Montessori

At the turn of the 20<sup>th</sup> century, Maria Montessori, a young physician in Rome, Italy, became interested in the education of young children. After many years of observation and working with young children, Dr Montessori's philosophy and methods became a matter of tremendous interest among educators throughout the world.

The Montessori method is characterized by three distinguishing factors:

1. A painstakingly prepared environment, prepared to be aesthetically intriguing to the young child, calling to his/her needs to learn about, and become an independently functioning person in his/her world.
2. The passive-supportive role of the directress, who holds his/her own activities and authority in abeyance while he/she makes himself available to each child as needed, and presents new materials.
3. The highest degree of respect for the child.

Within the prepared environment the children are presented with a variety of specially designed materials that address the particular stages of mental, physical and social development.

To capiculize, the Montessori method is a response to a universal plea among children: *"I want to learn, help me to do it by myself"*.

It is a method that possesses a certain order, and allows children to proceed at their own speed, according to each child's capacities, in a non-competitive atmosphere during the early years. Understanding the necessity for acquisition of a basic skill before using it in a competitive learning situation is imperative. Dr Montessori said, "Never let a child risk failure until he has a reasonable chance for success." Through exposure to physical and mental order, children acquire the inner discipline necessary for them to be able to persist in their chosen tasks.

In this philosophy the Montessori method introduces children to the joy or learning, wherein they move themselves through their learning, with confidence and success.

*' ... the most important period of life is not the age of university studies but the first one, the period from birth to the age of six. For that is the time when man's intelligence itself, his greatest implement, is being formed.'*

*Maria Montessori, THE ABSORBENT MIND*

## **PROGRAMME GOALS**

In a rapidly changing society the most important thing that can happen in the education of a child is awakening within him/her a genuine thirst for learning. It is our responsibility to help the child build within himself the foundations for a lifetime of creative learning.

The activities and environment provided in a Montessori school stimulate and develop a thirst for learning, an abiding curiosity about one's surroundings and a desire to discover and do things for oneself. Our goal for each child is the development of his/her ability to solve problems using an organized approach, to use freedom wisely, to respect him/herself and others, and above all, to take joy in learning.

Montessori believed that education is really a preparation for life, and not simply a mastering of intellectual skills. "The young child has one intuitive aim – his self-development. He wants to do and see for himself, though his senses and not through the eyes of an adult. He becomes a full person. He is educated."

Goals & Objectives:

1. Continue the positive process of separation from his/her parents.
2. Help the child develop self-confidence as an independent person.
3. Develop in the child a positive attitude towards school.
4. Assist the child in building the habit of concentration.
5. Foster in the child an abiding curiosity.
6. Develop habits of initiative and persistence.
7. Foster inner security and a sense of order in the child.
8. Help the child develop his/her sensory motor skills.
9. Help the child develop socially and emotionally.
10. Help the child develop his/her creative intelligence and imagination.
11. Fostering his physical development gross motor.

Parents who enrol their children in the Beehive Montessori Program are expressing their agreement with this philosophy and a commitment to providing an environment that is consistent with this philosophy of child development. Parents are expected to attend workshops, talks and excursions to develop an enriched understanding of this philosophy.

## **ADMISSIONS**

The Beehive Montessori school accepts any child whose family is interested in Montessori education as an approach to life. Also, we attempt to achieve a balance of age, gender and experience in each class. We give special consideration to siblings and children transferring from other Montessori programmes.

Generally, we are not equipped to care for children with special needs; therefore any such care is conditional upon consent of the principal and committee. In all cases, the child must be able to participate and substantially benefit from the program without risk to him/her or to the other children.

No person shall, on the basis of race, colour, religious belief or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any Beehive programme.

An interview is required of the parent(s) with their child(ren) and the Director. Admission to the school is contingent upon the recommendation of the Principal.

An enrolment fee is payable upon acceptance, before the child starts school. (see "Fees").

Beehive has a "staggered" phase-in policy in the new year so as to allow new children to adjust to their new surroundings. Please understand that we endeavour to admit children as quickly as we can

### **SCHOOL TIMES:**

Early morning receiving:	07h30
Children arrive for class:	08h15 to 08h30
Classes finish:	12h15

Children should be collected from their classes between 12h15 & 12h30. Children who attend aftercare will go directly at 12h15. Children who aren't fetched by 12h30 will be taken to aftercare.

(The early receiving time programme was designed so that children can be dropped off earlier than the school starting time to accommodate parents who need to get to work. Children meet in Aftercare from 07h30 and proceed to the classrooms at 08h00).

## AFTERCARE & HOLIDAYCARE

Half-Day Aftercare : 12h15—14h30

Full-Day Aftercare:: 12h15—17h30

Holiday care is offered during school holidays from 07h30 to 17h30, except for three (3) weeks over the December/January school holiday

### THE AFTERCARE PROGRAMME

The programme is open only to Beehive Montessori children who are currently attending the Beehive. Past pupils from the Beehive may attend up until Gr 3. This applies to our holiday programme.

A friendly and spacious Montessori-based environment provides the setting for an exciting afternoon programme. This includes lunchtime, free play, quiet time (a restful period of story reading, listening to classical music during which younger children can sleep), an art activity or games and a general atmosphere or creative happy activity.

#### Lunch:

Good nutrition is essential for a healthy body and mind; therefore lunch is a very important part of our day. Please send wholesome, sugar-free foods for your child. Make sure you send food your child will eat. Prepare food in easy-to-handle portions. Small servings, e.g. quarter the sandwich, slice the fruit, cube cheese, etc. *Please do not send sweets/biscuits or fizzy cold drinks.*

Lunches and juices needing refrigeration should be put in the fridge. Ensure that all containers are marked clearly please. All foods that can be contained that are not eaten will be sent home. Monitor your child's lunch box to see what he/she likes/dislikes.

In an effort to protect our environment and teach our children ecology, we ask that you make an extra effort to use re-usable containers as much as possible, i.e. plastic sandwich boxes instead of bags and thermos bottles instead of juice boxes.

We would like each child to bring a small placemat on which to place his/her lunch. The placemats will be kept at school and the napkins should be folded and fit in the lunch box. Please ensure that they are marked clearly and that you have more than one set to send, while the other is in the laundry.

## **Snack Provisions (Holiday Care)**

Each child needs to supply the following items to Aftercare during term holidays:

1 x 500g Provita

1 jar spread

2 litre 100% fruit juices

2 litre long-life milk

Chips, biscuits, popcorn, dried fruit, nuts etc.

1 Box Tissues

2 Toilet Rolls (Single ply)

1 Large Refuse Bag



## **PUNCTUALITY**

Dr Montessori stated that work has a beginning, middle, and an end. It is not an overstatement to say that a child deprived of the proper beginning by being late is deprived of the most important part of his/her school day. It tends to make him/her feel like an “outsider” because work has started before he/she arrives. Although we understand that there is occasionally an unavoidable delay, please make every effort to get your child to school by 08h30.

Please trust the staff and keep your goodbye to a minimum. We will call you if your child is not settling. Alternatively, you are welcome to phone and check if you are concerned. We understand separation anxiety, more often than not, is far greater in the parents than in the child.

Parents late in picking up their child put unnecessary strain on them anxiously waiting to go home.

## **SCHOOL GATE**

Please always make sure that the gate is securely shut once you have entered or departed. Gates are locked at 08h45 in the morning and unlocked at 12h15. Please make use of the top gate during school hours. The Toddler gate is situated on Kinkle Way and should only be used for parents of Toddlers.

## **TERMS**

The Beehive follows school terms as laid out by the Western Cape Education Department. However the Beehive opens one day later at the beginning of each term

## **FEES**

School fees accrue on an annual basis but may be paid monthly over ten (10) months, quarterly in advance, or annually. It is preferred that fees be paid electronically. Cash payments are strongly discouraged. Any exceptions to this rule must be addressed in writing to the school Treasurer.

Teachers’ salaries and other expenses need to be paid on a monthly basis; therefore late payment of school fees disrupts the smooth operation of the school and is no acceptable. If there is a genuine problem, please approach the Treasurer who may be able to organize, via the Committee, a specific solution by arrangement

## FEE STRUCTURE: SCHOOL FEES & AFTERCARE FEES

<b>SCHOOL FEES</b> <b>(30 Jan–30 Oct)</b>	Payable on monthly basis Includes all outings for the year. Revised annually
<b>AFTERCARE FEES</b> <b>Half Day</b> <b>(12h15 – 14h30)</b>	Payable on monthly basis (30 Jan to 30 Oct)
<b>Full Day</b> <b>(12h15 – 17h30)</b>	Payable on monthly basis (30 Jan to 30 Oct)
<b>Ad Hoc Aftercare</b>	R15.00 per hour or part thereof

### **Enrolment Fee:**

Upon acceptance of your child/ren a once-off non-refundable Enrolment Fee is payable:

R2 500-00 1<sup>st</sup> child,

R1 500-00 2<sup>nd</sup> child and

R0-00 3<sup>rd</sup> child and thereon.

### **Termination Notice:**

A full term's notice *in writing* is required should you need to remove your child before his/her final year. This rule applies in all circumstances and no exceptions can be made.

#### **Bank Account details:**

Nedbank Tygervalley, Branch 103 910  
Account number: 1039 007732

## HEALTH POLICIES & CHILDHOOD DISEASES:

It remains the policy at the Beehive not to allow sick children to attend school. However, we appreciate the fact that children who are no longer ill sometimes need to complete a course of medication. We therefore propose that children who are completing a course of antibiotics and are well and not infective to other children may return to school. A dose of medication will be administered at school where necessary.

<b>DISEASE</b>	<b>CHILD MAY RETURN TO</b>	<b>INCUBATION PERIOD</b>	<b>SIGNS AND SYMPTOMS</b>
<b><u>Measles</u></b>	Seven days after appearance of rash and on sub-	Approximately 20—25 days	Fever, cough, sneezing, general misery, redness of the eyes
<b><u>Meningococcal</u></b>	On submission of medical certificate.		Headache, fever, drowsiness. Weakness of muscles,
<b><u>Mumps</u></b>	Nine days after appearance of swelling, and on	Approximately 27 – 35 days.	Fever is brief, 2 – 3 days. Swelling of the main pair of salivary
<b><u>Plague</u></b>	On submission of		
<b><u>Poliomyelitis</u></b>	On submission of medical certificate.		Headache, fever and sometimes vomiting. If severe, headache, neck stiffness, high
<b><u>Scabies</u></b>	After proper treatment and submis-		Intense itching and constant scratching.
<b><u>Scarlet Fever</u></b>	On submission of medical certificate.	Several days.	The tongue is at first coated white, then the coating peels off to leave a raw
<b><u>T.B.</u></b>	On submission of medical certificate.		Fever, cough- possibly with chest pains, night sweats, swollen glands, possible headache and stiff

<b>DISEASE</b>	<b>CHILD MAY RETURN TO SCHOOL</b>	<b>INCUBATION PERIOD</b>	<b>SIGNS AND SYMPTOMS</b>
<b><u>TYPHOID FEVER</u></b>	On submission of medical certificate. After negative stool and urine tests have been done at appropriate intervals (at least 48 hrs) and not less than 72 hrs after cessation of antibiotic therapy.		
<b><u>WHOOPING COUGH</u></b>	21 days after beginning of symptoms and on submission of medical certificate.	Approximately	First signs are cold without temperature and with a mild cough and irritated eyes. 7 – 14 days later, cough begins in violent spasms.
<b><u>AIDS</u></b>	On submission of medical certificate.		Failure of normal growth, anaemia, fever, diarrhoea, frequent infections, heart problems, Hepatitis, neurological problems.
<b><u>CHICKEN POX</u></b>	14 days after appearance of rash or on submission of medical certificate.	Approximately	Slight fever and feeling of unwellness. There may be headache and aching in the muscles. At this stage, tiny blisters form in the mouth and throat.
<b><u>CHOLERA</u></b>	On submission of medical certificate and according to quarantine measures.		
<b><u>DIPHTHERIA</u></b>	On submission of medical certificate and after two nose and two throat swabs, at appropriate intervals prove negative.		Fever, sore throat, headache, difficulty in swallowing and enlarged lymph nodes in the neck.
<b><u>EPIDEMIC TYPHUS</u></b>	On submission of medical certificate.		
<b><u>GERMAN MEASLES (Rubella)</u></b>	Seven days after appearance of rash and on submission of medical certificate.	Approximately	A pink rash on the forehead, behind

<b>DISEASE</b>	<b>CHILD MAY RE-TURN TO SCHOOL</b>	<b>INCUBATION PERIOD</b>	<b>SIGNS AND SYMPTOMS</b>
<b><u>HAEMORRHAGE VIRUS CONJUNCTIVITIS</u></b>	Seven days after beginning of symptoms and on submission of medical certificate.		Feeling of irritation in the eye, redness. Often lashes are glued with dry discharge.
<b><u>HEPATITIS A</u></b>	Seven days after appearance of jaundice and on submission of medical certificate.		Fever, sever loss of appetite, loss of energy, slight enlargement of the liver with tenderness, yellowing of the skin, and darkening of the urine.
<b><u>LOUSE INFECTION</u></b>	After complete cleansing and de-lousing and removal of nits on head, body and clothing		Intense itching.
<b><u>HAND, FOOT AND MOUTH DISEASE</u></b>	When all the blisters have disappeared or a medical certificate from the doctor.	5 days	Tiny blisters on hands, feet and in the mouth. Can have fever, immense discomfort.

Strict control is exercised in administering medication.

**The following guidelines need to be followed:**

Please phone the school the day before your child is due to return to discuss the details of the illness and/or medication.

Medication must be clearly marked with your child's name.

Each child is to provide her/her own medicine measure.

Medication is to be stored in the small "cooler box" which is kept in the office.

A medication book is kept in this box into which the instructions regarding dosage and time of medication must be written.

The person who administers the medication must sign the book.

NB: remember to take your medication home for the evening and morning dose.

## **CLOTHING**

**All clothing, including shoes, hats, towels, should be clearly marked with the child's name.**

Children should be dressed simply in clothing he/she can manage him/herself.

**NB:** Dungarees and pants with belts are not suitable for young children at school as going to the toilet becomes a major event due to restrictions of clothing. Likewise, very long dresses are clumsy for girls as they limit their movements in the garden. Shoes with laces for the younger children are frustrating to the child. Shoes with Velcro or a buckle is suitable.

A spare set of marked clothing should be placed in a plastic packet and put in the bottom of your child's school bag in the event of an accident.

**Rainwear:** On rainy days children should be dressed accordingly with waterproof raincoats and Wellington boots. You may send a pair of slippers or shoes to wear inside the classroom as boots are for outdoors play only.

**Sunwear:** Each child is required to have a sunhat at school as they are worn in the garden. Sunhats need to cover the top of head, face, ears and neck and so for this reason peaks are not appropriate. Sunblock is also a requirement in summer. It is a good idea to apply sunblock in the morning at home and children staying for aftercare are asked to bring a bottle of sunblock from home that is put on again later in the day.

## **LIBRARY**

The Beehive Parent Library consists of books by and about Maria Montessori as well as other titles on child development. Please speak to the Directress to borrow a book or video.

## **COMMUNICATION**

All messages are sent electronically to all parents. Please ensure that you advise the school of any changes in your contact details.

WhatsApp: Short messages on current affairs are sent out to parents via this system. Please ensure that your number is added to the group.

## **BI-ANNUAL NEWSLETTER**

The “Buzzword” is our school’s bi-annual mouthpiece. Contributions in the form of letters to the editor, suggestions, report backs on observations and outings, amusing things children say, interesting drawings by the children, articles relating to parenting etc. are most welcome

## **FUNDRAISING**

As you are no doubt aware the Beehive relies on fundraising for additional income. A fundraising event takes place each term which usually includes the children and is fun-filled.

As per the Application form that was signed by each parent, parents are expected to participate in fundraising events, i.e. on the fundraising committee and attendance at all events.

Take this opportunity to get involved in your child’s school as this sets a good example to your child. It also makes one feel part of the Beehive community and is also lots of fun!

## **MYSCHOOL PROGRAMME : AWARDS**

The MySchool programme is South Africa’s number one community support programme. Our school is a supporter and each family will receive a card. MySchool cards are swiped when purchasing from participating partners, e.g. Woolworths, and a percentage of the transaction is paid to the school. As easy as that! Please support the Beehive.

## **CLASSROOM OBSERVATION**

Beginning in the second term, observation is open to anyone interested in observing the Montessori environment. We encourage all parents to observe so that you can keep in touch with your child’s experience here at the Beehive. Parents are required to observe for the duration of the school day, so as to internalize the full experience. All visitors are requested to schedule an observation with the secretary.

## **COMMITTEE MEETINGS**

The parent committee is elected by the parents at a general meeting and meet every 4 to 6 weeks.

Parents wishing to add an item to the agenda need to approach the secretary or chairperson in advance.

## **PARENT MEETINGS**

Two general meetings are scheduled per year to keep abreast of the running of the school. It is important that one or both parents attend these meetings in order to gain full insight into their child's experiences here at the Beehive. At the general meetings the financial statements are tabled for comment.

## **DISCIPLINE**

The basic ground rules for all Montessori classes are that no one may be disruptive. Each Directress has her more detailed ground rules that put emphasis on the positive behaviours rather than the negative, such as, "be kind to others". These rules are essential for maintaining order and for developing an inner discipline.

When a child has difficulty with one of the rules, the Directress helps him/her see what the problem is and why the positive action is preferred. In some cases, the child will be required to take time out to reflect on the situation. Generally speaking, a child who is involved in her/her work will become absorbed in their activity and self-discipline will follow.

Beehive Montessori reserves the right to withdraw any child whom exhibits serious behavioural problems, particularly hurting others. Before this drastic measure is taken, a meeting will be held with the parents, the administration, and the Directress concerned. Child and family counselling may be required for the child to continue at the Beehive.

***"The more the capacity to concentrate is developed, the more often the profound tranquillity in work is achieved, then the clearer will be the manifestations of discipline within the child" (Maria Montessori)***



# TODDLER PROGRAM

***“The test of the correctness of educational procedure is the happiness of the child” (Maria Montessori)***

The Montessori program for under-threes our prepared environment is very important. It is designed to welcome the child, keep them safe, encourage them to interact with the adults, children and equipment in the environment thus helping children to develop cognitive, motor, sensory, language, social as well as practical life skills.

It is our goal to present a holistic program in a peaceful nurturing, loving environment, an environment that complements the focussing on developing independence, concentration, self-confidence care and compassion for others and nature. Helping each individual child to unfold to his/her full potential and to instil a love of learning.

Beehive knows the importance of being outside and utilizes the luxury of Cape Town’s weather in scheduling daily outside play. Vitamin D from the sun & gross motor development. It is important for your child to regularly attend the programme, as each day is a building block for the next stage of the child’s development and for the class as a community. Please keep your holidays where possible, to the dates of the school holidays. In encouraging respect for the programme and good manners, please call before 09h00 to let the school know if your child will be absent.

## **DAILY ROUTINE**

07:30 – 08:00	Morning staff and children arrivals
08:00 – 09:00	Free choice & presentation of activities
09:00 – 09:30	Morning snack, Toilet and diapering (hygiene time)
09:30 – 10:00	Group Time
10:00 – 11:00	Outdoor free play
11:00 – 11:30	Hygiene, toilet and diapering, (hygiene time)
11:30 – 12:00	Lunch time
12:00 – 12:15	Good-bye group time

## **TIMES**

Children arrive for class: 08h00 to 08h15

Classes finish: 12h15

Early morning receiving: 07h30

(The early receiving time programme was designed so that children can be dropped off earlier than the school starting time to accommodate parents who need to get to work.

## **ARRIVAL AND DEPARTURE TIMES**

Parents accompany their children to the classroom. Parents are asked to give the Directress any information of unusual symptoms their child may have, or of a late night or any other relevant information. Please also let the staff know if someone else will be fetching your child.

## **ITEMS OF INTEREST**

We encourage the children to bring books from home, flowers from the garden, or objects from nature, rather than toys to school. Toys may not be brought to school, for the reason that they are disruptive, can cause jealousy and may become broken or lost. It is not even acceptable for a toy to come to school in a child's bag. Toys need to stay at home or in the car.

Insects should be sent in a suitable aerated container with suitable food. They should come to school on the understanding that they will be set free once the children have seen them. The emphasis in the Montessori programme is always a love and respect for nature and all things. We encourage the concept that insects, etc. should be free.

Books or items of interest loaned to the school for particular topics or items of interest should be clearly marked so they can be safely returned to you.

## **ARTWORK**

Initially, your child's artwork may not seem like anything special, but it is his, an outward expression of his/her inner self. One therefore needs to show an interest and respect for these early efforts. Try to guess what your child has drawn, but rather say, "tell me about your picture". The younger children begin by scribbling, which is an important part of their natural development. As they get older their art becomes more representative. Koki's, crayons, paints, glue, scissors, clay and dough are firm favourites for all ages.

**3-6**

**PROGRAM**

## **SNACK TIME**

Snack consists of seasonal fruits, Provitas and fruit juice. This is served during the school morning.

Each day your child needs to bring a fruit or healthy snack to school.

### **PROVISION REQUIREMENTS:**

#### **DAILY:**

- Daily Fruit (snack time) or you may send the following from time to time: popcorn, preservative free baked chips/biscuits, dried fruit, biltong/droë wors, raisins, etc.
- Sun hat , clearly marked (summer)
- Wellingtons for outdoors and slippers for indoors (winter)

#### **PER TERM**

- 1 jar spread (Peanut-butter & Cheese Spread)
- 3 litres 100%fruit juice
- 2 boxes long-life milk
- 1 box tissues
- 4 toilet rolls
- 2 large refuse bags

#### **PER ANNUM**

- 1 Factor 40/50 plus baby sun block
- Small face cloth and hand towel (marked please) with a loop to hang on a hook in the bathroom

## **BIRTHDAYS**

The moment of birth is of great important to him/her. It seems that in our rushed and hurried world we spend less and less time on moments of celebration. Part of the Beehive programme is a birthday celebration for each child.

The occasion begins by gathering the children together. We then honour the birthday child by telling a story of where he/she was born, lived as an infant, learned to sit, crawl, talk, etc. As we tell the story of your child's life he/she walks slowly around a candle that has been lit (once around for each year). The lit candle represents the sun that the child has circled while on earth. This is a beautiful celebration, but not a party. Please send a birthday cake or cup cakes as these are a special part of the birthday celebration, but do not send sweets and chips or party packs please.

Children may donate a book to the school library on their birthday. These books are inscribed with the child's name and the date. Suitable books are true, realistic stories about real children or nature or factual books.

Please speak to your Directress about a suitable date and time. On the day of the celebration please send to school one photo for each year of your child's life. These will be returned to you. Parents are invited to attend the celebration.

## **ENTREPRENEUR'S DAY**

On the last Friday of every month one parent/child sells a home-made product/craft for R5.00. In doing this, the children learn about money and the respect of money at an early age.

As part of the buying and selling, the parent is responsible to "advertise" the product and to set up and sell the home-made product on the day. The selling takes place from 12h15 outside aftercare. Please remember to send R5.00 to school for your child.

A suggestion: Place a small purse in the bottom of your child's bag so that the money does not get lost. They can then fetch their purses after school and go and purchase the product.

## CAKE RAFFLE

Every Friday is Cake Raffle day and each child has a turn to bake a cake with their parents and bring it to school for cake raffle. A packet of 50 soft sweets must also be brought to school together with the cake. Each child gets one turn only during the year to win the cake.

Each child brings R1.00 to school and places it in the money box. They then find their name card and place it in the raffle box for the draw later in the day. The children receive a sweet later in the day after snack time. The children have some fun and excitement, they learn how to handle and look after money and at the same time funds are collected for something special for the playground or the classrooms.

When it is your turn to provide a cake please take this opportunity to spend time with your child participating in a school activity. This could be very special. Together you can bake and decorate a “child-friendly” cake. If you cannot do this, let your child help you decorate a bought cake.

When choosing sweets the following are suitable: fruit dainties, jelly sweets, marshmallows etc. Please choose something that is easy and quick for the child to eat, e.g. paper free, un-chewy, soft sweets are the best.

## EXTRA-MURAL ACTIVITIES

**Music Lessons:** These lessons are incorporated into the child’s school day. They take place on Wednesday mornings.

**Gym-Fants:** A children’s gymnastics programme is offered by Gym-fants on Thursdays, which is optional.

**Beaux-Arts:** A children’s craft and pottery class is offered on Thursdays from 14h00 to 14h30 at the aftercare and is also optional.

Information and forms are available from the office.

Please note that the school does not handle the extra-mural fees. All fees for the relevant activity must please be placed in a sealed, clearly marked envelope. The secretary will hand over the envelopes.

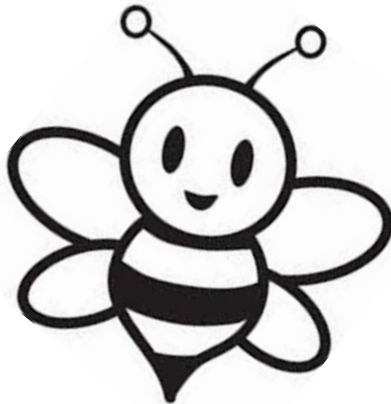
## **OUTINGS & TRANSPORTATION**

Toddlers are welcome to join any school outings if accompanied and transported by the parent.

### **3-6 Outings:**

Please let the school have a written note if you have a lift club and please give notice of any changes to this arrangement. Ensure that all children are securely in your car before leaving the premises. It is not advisable to have children under 12 years old in the front seats of cars and remember to always use safety belts.

Each family signs an indemnity form when the child is enrolled, in the event that your child is transported to a school outing by another parent.





# ***10 Commandments of Maria Montessori***

1. Never touch a child, unless invited by him/her.
2. Never speak ill of the child, in his/her presence or absence.
3. Concentrate on strengthening and helping the development of what is good in the child so that its presence may leave less and less space or evil.
4. Be active in preparing the environment. Take meticulous and constant care of it. Help the child establish relations with it. Show the proper place where the means of development are kept and demonstrate their proper use.
5. Be ever ready to answer the call of the child who stands in need of you and always listen and respond to the child who appeals to you.
6. Respect the child who makes a mistake and can then or later correct himself, but stop firmly and immediately any misuse of the environment and any action which endangers the child, his development or others.
7. Respect the child, who takes rest or watches others working or ponders over what he himself has done or will do. Neither call him, nor force him to other forms of activity.
8. Helps those, who are in search of activity and cannot find it.
9. Be untiring in repeating presentations to the child who refused them earlier, in helping the child acquire what is not yet his own and overcome imperfections. Do this by animating the environment with care, with restraint, and silence, with mild words and loving presence. Make your ready presence felt to the child who searches and hide from the child who has found.
10. Always treat the child with the best of good manners and offer him the best you have in yourself and at your disposal.