



SUNNY SIDE

MONTESSORI PRE-SCHOOL

Parent's Handbook

Welcome to the Sunny Side family!

Welcome

Dearest parent(s)

We are so excited to have your little one and yourself joining our Sunny Side Montessori family.

The following information should be beneficial to you now and throughout the year. Please read through this booklet and keep it as a reference.

As a staff we recognise that family and home are the first and most significant influence in a child's life. It is our hope to collaborate with the parent(s) to ensure that your child is provided with the best possible education. We will be keeping in contact with you all year long through daily conversations, newsletters, parent advisory meetings and parent/teacher conferences.

If at any time you have questions or concerns, please contact the school and we will assist as best we can.

Once again, we express our warmest welcome and thank you for your support and cooperation in building brighter young minds.

We look forward to a wonderful journey together!

Yours sincerely

Caitlin

Philosophy

Sunny Side strives to provide quality education that incorporates independence, creativity and student-focussed learning within a safe and homely environment. We aim to develop the right foundational skills for children to reach their full potential

Terms, Conditions and Procedures

Parental involvement

The parent is the child's first and most important role model. For this reason parents are encouraged to be involved in school activities and the Montessori way of life. Sunny Side is dedicated to providing quality Montessori education for children and we would love parents to share in that vision. We encourage parents to implement our Montessori methods at home. Should parents want or need any tips or ideas on how to implement these methods at home, the Sunny Side staff will be happy to assist.

For divorced or separated parents, both will be informed of your child's progress as well as other school-related matters.

Assessments

Purpose of assessment:

- To support learning and the individual child and to identify the child's interests and needs
- To describe the development progress and learning of children and to communicate with families
- To evaluate our program, monitor trends and plan program improvements
- To maintain program and teaching accountability

Progress reports are issued in June and December. Should parents wish to discuss your child's progress, a meeting can be arranged.

Illness Policy and health of children

The Montessori staff are encouraged to improve and advance their knowledge and training on maintaining a healthy environment, identifying illness, preventing the spread of diseases as well as promoting universal health precaution.

Our primary objectives are to ensure that the child is as comfortable as possible and to prevent various illnesses from spreading throughout the school. Should your child attend classes, he/she will be expected to participate in the program, including any outdoor activities.

If a child is not well upon arrival for school or becomes ill during the day, parents will be expected to pick him/her up within 30 minutes of being informed. Should your child be showing any signs of illness, please refrain from sending them to school. Should your child exhibit the following symptoms, alternative arrangements should be made for the day: high fever, bad or constant cough, bronchitis, sore throat, vomiting, diarrhea, influenza, undiagnosed skin rash, swollen glands, conjunctivitis, chickenpox, measles, mumps, or any other contagious diseases, infestations such as lice, ringworm or scabies.

As per health regulations, in order for a child to attend or return to school after illness, the following conditions must be met:

- A child must be free from fever, vomiting or diarrhea (without symptoms) for a full 24 hours.
- A child prescribed an antibiotic for a current contagious bacterial infection must take the prescription for a full 24-hour course before returning to school.
- If a child was excluded because of a contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission.
- A child must be able to comfortably participate in all usual school activities, including outdoor activities.

The final decision whether the child may attend or is to be excluded from the program is made by the Principal.

Medication

Should a child require daily administering of medication for chronic conditions, this will need to be discussed and arranged with the Principal.

Staff cannot administer medication without written permission from a doctor. Vitamins and minerals will NOT be administered by the school.

Sunny Side will maintain records and registers pertaining to the storage and use of medicines. All health-related information communicated and discussed between parents and teachers will remain confidential.

Allergies

Parents of children with allergies or special needs must inform the Principal should the child require any special care.

Cleanliness and Hygiene

We strive to ensure that the school environment is kept safe and is hygienic for children in order to prevent the transfer of any communicable disease.

The school is kept extremely clean and hygienic. Inside and outside areas are clean and well-maintained. The floors and walls are easy to clean and are cleaned frequently. The floors are composed of materials that are safe for children to work and play on.

Tables are washed after each activity, before and after lunch and snack. Silverware, plates, cups, eating and drinks utensils are all washed in a dishwasher. The water station is cleaned and sanitized

daily. Each child has his/her own individual resting mat. Individual sheets and blankets are washed weekly. Mats and carpets are sanitized monthly. All classroom surfaces are cleaned and sanitized daily. Hand washing occurs after messy activities, after playing with pets or other animals, before and after sensory play, before eating and after toileting. Toys and dress-up clothing are washed or sanitized weekly or when visibly soiled.

There is an adequate supply of towels and cleaning agents. All cleaning agents are appropriately labeled and are stored safely and securely and are out of reach from children.

Accidents and Emergencies

All our staff members are trained in basic First Aid and a full First Aid kit is available at the school. Should there be any accidents or injuries requiring more than basic first aid, parents or their emergency contacts, in the event the parent(s) cannot be reached, will be contacted immediately and asked to collect their child. In the case of an emergency, the paramedics will first be contacted, after which the parent(s) will then be notified immediately.

Parents must arrange to collect a sick or injured child within half an hour of being informed of illness or injury.

Parents are to ensure that all emergency contacts and numbers provided to the school are indeed correct and up to date.

Notification of changes

It is the responsibility of the parent(s) to immediately notify the school of any changes in information provided on the enrollment form e.g. change in address, contact number, medical and personal details. It is essential that the parent(s) submit these changes in writing to the teacher. Changes should be made as they occur.

Clothing, toys and valuables

Please ensure that your child is dressed in clothing that is comfortable and correctly sized. Tight clothing is restrictive and uncomfortable for the child. Also, it is advised NOT to wear their best clothing. Children should not feel they have to avoid certain activities due to their concern about damaging or soiling such clothing as many of the activities we provide can be messy.

Clothing should be manageable i.e. easy to put on and take off e.g. NO SHOELACES, NO BELTS, instead wear Velcro or slip-on shoes and tracksuit pants.

Children are NOT permitted to wear high-heeled shoes, jewelry or tattoos to school.

All items of clothing, lunch boxes and water bottles should be clearly marked with your child's name.

To avoid conflict, we ask that toys and valuables from home not be brought into the school unless they are brought in for our Friday "Show and Tell". Our classroom materials and supplies are selected for their developmental and educational merit. If toys are brought in from home, the child's focus changes. Also, staff will not accept responsibility for any personal toys and valuables that are broken, lost or damaged in any way. Should children come to school with toys and valuables, they will be handed back to the parent(s) to take home.

School outings

School outings will be held during the course of the school year. Parents will be informed in due time in order for arrangement to be made.

Donations

Sunny Side will gladly accept donations of old books and educational toys. We also encourage parents to bring scrap paper as well as any recyclable goods such as jars, paper, boxes, egg trays, tins, etc. These items will be used for crafts at school.

Drop off / Pick-up

Parents are requested to say goodbye rather quickly in the morning. They should verbalise that they will be collecting their child later in the day. Should the child become emotional the teacher may take the child aside to reassure them while the parent(s) are leaving.

Please note that parent(s) are not allowed into the classroom during the school day. A parent's presence in the classroom during school may disrupt the flow of work. The teacher will keep the parent(s) informed of the child's day.

Sunny Side has a very strict policy when it comes to the child's safety. The parent(s) must inform the school telephonically on the day if someone other than the parent/guardian or their regular transport person will be collecting the child from school.

Should someone other than the parent/guardian or regular transport person be collecting the child, a copy of that person's I.D. document must be sent via e-mail to the school. That person must then also show their I.D. upon arrival and collection of the child.

Parents must inform the school of any delays in the time of collection of a child. The school reserves the right to levy a charge of R50.00 per hour or part thereof for persistent late pick-ups.

Plans for emergencies & Fire Drill

As a precaution, an emergency plan is in place to protect children and staff from risk of fire, accidents and/or other possible hazards.

Emergency procedures and the relevant contact information are visibly displayed in the school.

Our emergency procedures are kept up-to-date and reviewed periodically. These procedures are taught to all staff members. They are also tested and reviewed regularly.

We schedule a fire drill once or twice per term in order to prepare for an emergency evacuation and to ensure that children are aware of these emergency procedures.

Our classrooms are fitted with hand-held fire extinguishers.

Indemnity

All precautions have been made to provide a safe and secure environment and to ensure the safety of the children. The school and its staff, however, cannot be held responsible for the following:

- Any costs incurred due to injuries, damage or loss whatsoever, which occurred at the school or while under the school's supervision;
- Any other event or circumstance occurring, or failing to occur, upon, in, or about the school or the school's premises, whether or not the school could otherwise have been held liable for such occurrences or failure thereof, and the parent(s)/legal guardian(s) indemnifies the school against all liability to members of the parent's/legal guardian's household, in consequence of any such matter as is referred above.

Although care is taken to ensure that children with special dietary requirements do not eat incorrect food items, the school and or its staff cannot be held liable for the said child eating such food items, or the consequence thereof; or food items that are inappropriate at school or while under the school's supervision.

School hours of operation

- Drop off (*all children*): 07h30 – 08h30
- Half-day pick-up (*toddlers*): 12h00
- Half-day pick-up (*3-6 year old*): 13h00
- Aftercare pick-up: 17h00

The school will be closed on public holidays and school holidays. Sunny Side follows the Western Cape Education department public holidays.

Meals

We request that your child bring a healthy snack from home e.g. sandwich, fruit, yoghurt, whole-grain biscuits with suitable fillings, snack bars, vegetable fingers etc.

PLEASE DO NOT send your child to school with sugar-filled snacks and/or unhealthy food items e.g. biscuits, sweets, cakes, carbonated drinks, chocolate, crisps etc.

Teachers will report any changes in eating habits that the child may have.

Birthdays

At Sunny Side Montessori, birthdays are celebrated with cupcakes or a small cake, popcorn and fruit juice. Parents can bring this on the morning of the child`s birthday along with some photographs from each year of the child`s life. Later in the day we will host a small birthday celebration (*optional*).

Show and tell

“Show and Tell” takes place every Friday morning. The children are encouraged to bring an item relating to the theme being discussed that week. Children really enjoy this part of the week. It helps build their self-confidence and improves and expands their knowledge.

Children are encouraged to participate in “Show and Tell;” however, participation is voluntary.

Stationary and toiletry requirements.

The following items are required annually:

3 – 6-year-old class requirements:

- 2 boxes of tissues
- 2 packets of wet wipes
- 4 x glue sticks
- 2 x coloured pencils (12 pack)
- 1 x crayons (12 pack)
- 1 x pair of children`s scissors
- 1 x lever arch file

Toddler requirements:

- 2 packets of wet-wipes
- 2 boxes of tissues
- Nappies (child's name will be written on the nappy and you will be informed when refill required)
- Baby bum cream (labelled)
- Baby powder (labelled)
- 1 Pack of crayons
- 1 pack of coloured pencils
- 2 glue sticks
- 1 extra change of clothes (labelled), including 2 pieces of underwear (I will be keeping this at school and will inform parents when it is necessary to bring other items)
- Please bring the items that are needed for nap time (e.g. a special blanket, dummy, soft toy etc.) if your child will be at Sunny Side during nap time.

Tuition fees and termination of contract

School fees are due, in advance, at the beginning of each month. Should the amount payable not be paid by the 7th of the month, payment will be considered overdue. Interest of 25% will be calculated and added to the outstanding overdue invoice. School fees are charged 12 months of the year.

Debit orders are advisable.

One full term's notice is required, in writing, by the first day of your child's last term at our school. Should the school not be given one full term's notice, the full term's fees becomes payable in lieu of notice.

Sunny Side Montessori reserves the right to ask parents to remove their child from the school should the child display bad behaviour i.e. persistently violent and/or disruptive towards other children.

Rules and Regulations

1. Please telephone the school to inform us if your child is ill.
2. Please stick to the times of dropping your child off and collecting them and please remember the 'drop and go' policy.
3. Please remember to send a copy of the persons I.D. to school when someone different is collecting your child and that person must bring an I.D. when collecting your child.
4. If you would like to speak to staff about your child's progress or a school-related issue, please arrange an appointment.
5. Please make teachers aware of any changes at home or behavior issues experienced at home.

6. If school equipment or another child's belongings are found in your child's bag, please return them to school. The equipment is usually expensive and difficult to replace.
7. Please be aware of what is being discussed between adults at school as children are often listening.
8. To ensure that safety of the children, please make sure that the security gate is kept closed after you.
9. No smoking, drugs, alcohol and/or weapons are allowed on the school premises.
10. Please keep personal and private information discussed confidential.
11. The Principal of Sunny Side Montessori has the right to cancel an application for enrolment if school fees have not been paid, if a child's behavior is out of control, if there is non-compliance with the terms, conditions and procedures and/or if the child has a physical, mental, behavioural or psychological condition or problem that wasn't disclosed.
12. By signing this document, parents understand and agree to the Terms, Conditions and Procedures of Sunny Side Montessori.

I/We understand and accept the Sunny Side Montessori pre-school's terms, conditions and procedures and agree and accepts the terms and conditions contained herein.

Sunny Side Montessori daily schedule

Parents can drop children off between 07:30 - 08:30. Children will get a chance to say goodbye to their parents, greet their friends and teachers, pack their bag away and find work from the shelves.

At 08:30 morning circle will start, here children are greeted again, and discussions begin on the current theme, grace and courtesy, classroom responsibilities, marking off the calendar and checking the weather. On Fridays, we have "Show and Tell" during circle time. They can bring an item from home relating to the current theme.

Following this, children will start or continue their work cycle. Here, children choose work they would like to do. The work period may be shorter or longer on different occasions depending on if there is a birthday, baking, gardening, yoga, Clamber Club, Action Ball, dancing, arts and crafts or a language lesson.

Children will go outside at 11:10.

Children who are half-day students will go home between 12:00 and 13:00. Full-day students who nap will start napping at 12:00 and leave school by 17:00.

During aftercare children can use Montessori equipment, free play activities, do crafts and play outside.

Sunny Side Montessori Release Form

Sunny Side Montessori may take photographs or videos, with the Principal's approval, to allow parents and other individuals to see what work they do. These photographs may appear on the website, on the Sunny Side Montessori Facebook page, in school-related stories or articles or e-mailed to parents.

Social behaviour Policy

At Sunny Side Montessori we strive to make children feel safe, loved and secure. We encourage children to have a positive attitude towards each other, their parents, the staff, the work cycle and the equipment. We believe that it is important to encourage kindness and respect for one another while fostering a welcoming and open relationship.

If a child behaves in a disrespectful manner the educator will explain this to the child and redirect them to a more suitable activity. If a child continuously misuses the equipment, after being shown how to use it, the teacher will remove the equipment and suggest something else. If a child physically or emotionally causes harm to another child the teacher will immediately intervene and assess the situation. Once the child has calmed down, the educator will ensure that the child apologises for their behaviour and any harm caused.

If a teacher or parent wants to discuss any social issues a meeting will be arranged and the issues can be discussed.

Sunny Side Code of Conduct:

1. We will encourage positivity, kindness, patience and love.
2. We will treat others with respect and dignity.
3. We will not allow bullying, hurting, emotional or physical harm to others.
4. We will not distract or disturb others while working.
5. We will not damage school equipment.
6. We will respect other people’s religious beliefs, opinions and feelings.
7. We will not use inappropriate language.
8. All the students have the right to feel safe, secure and cared for.

The code of conduct does not provide all the answers but it is a broad outline of behavioural principles, expectations and ideals.

Fees structure

2018

Class	Monthly fees (Feb - Nov)	January and December fees	Total per annum
Toddler class	Half day: R2400 Full day: R3000	Half day: R 1200 Full day: R 1500	Half day: R23760 Full day: R29700
3 – 6 years old	Half day: R2400 Full day: R3000	Half day: R 1200 Full day: R 1500	Half day: R23760 Full day: R29700

Sibling discount:

Half day: R2300 Full day: R2800

R1200 non-refundable placement fee

Please note: Extra mural activities are an additional fee

2019

Class	Monthly fees (Feb - Nov)	January and December fees	Total per annum
Toddler class	Half day: R2640 Full day: R3300	Half day: R 1320 Full day: R 1650	Half day: R26400 Full day: R33000
3 – 6 years old	Half day: R2640 Full day: R3300	Half day: R 1320 Full day: R 1650	Half day: R26400 Full day: R33000

Sibling discount:

Half day: R2500 Full day: R3100

R1500 non-refundable placement fee

Please note: Extra murals are an additional fee.

Bank: FNB

Account holder: C J Munnik

Branch number: 200412

Account number: 62007583257

Account type: Cheque Account