



SUNNY SIDE

MONTESSORI PRE-SCHOOL

ROSEBANK

**Parent's Handbook 2024**

*Welcome to the Sunny Side family!*

# Welcome

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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 throughout your time at Sunny Side. Please read through this booklet and keep it as a reference.

As 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, communication booklet, 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 and Laurie

## Philosophy

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Sunny Side strives to provide quality education that incorporates independence, creativity and student-focused 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

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## *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 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.

## *Progress Reports*

The purpose of an assessment is 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.

Parent meetings take place in the 1<sup>st</sup> term of each year. Progress reports are issued in June and December. Should parents wish to discuss your child's progress, a meeting can be arranged at any point throughout the year.

Please provide Sunny Side with your previous school reports.

## *Illness Policy and health of children*

The Sunny Side 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 infectious illnesses from spreading throughout the school. Should your child attend class, he/she will be expected to participate in the programme, 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, green mucous or snot, vomiting, diarrhea, influenza, undiagnosed skin rash, swollen glands, conjunctivitis (pink eye), 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. Cold, flu, allergy medications or vitamins and minerals will NOT be administered by the school.

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

### *Allergies*

Parents of children with allergies 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 diseases.

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 activities, before and after lunch and snack. Cups, eating and drinks utensils are all washed after use. Each child has his/her own individual resting mat, for nap time. Individual sheets and blankets are washed weekly. Mats and carpets are cleaned regularly. All classroom surfaces are cleaned and sanitized daily. Hand washing occurs after messy activities, before and after sensory play, before eating and after toileting. Toys and dress-up clothing are washed when necessary.

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 and Pediatric 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 after.

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 principal.

## *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 (unless they can tie them on their own), NO BELTS, NO JUMPSUITS, instead wear Velcro or slip-on shoes and tracksuit pants. This is of particular relevance if your child is currently toilet training. The clothing should be manageable **by your child**.

Children are NOT permitted to wear high-heeled shoes, jewelry or sunglasses 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 may be held during the course of the school year. Parents will be informed in due time in order for arrangement to be made. It is not definite that we will have a school outing each year.

## *Donations*

Sunny Side will gladly accept donations of old books (we love adding to our library) and educational toys (lego, duplo, puzzles, blocks etc). We also encourage parents to bring scrap paper as well as any recyclable goods such as jars, boxes, tins, etc. These items will be used for crafts at school.

## *School hours of operation*

- Drop off (*all children*): 07h30 – 08h30
- Half-day pick-up (*Cubs*): 12h00
- Half-day pick-up (*Foxes*): 13h00
- Aftercare pick-up: 17h00



The school will be closed on public holidays and school holidays. Sunny Side will provide parents with the school terms before the new year begins.

## *Drop off / Pick-up*

When dropping off and collecting children please treat Kent Street like a one-way, entering from Kingston and exiting into Campground Road. Please only park on the school side (left) of the road. **Do not park across driveways.** Please keep gate closed at all times. Make sure your car is always locked and your valuables are out of sight.

Children will be dropped off at the first gate in the mornings. 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 photograph of that person, or a copy of that person's I.D. document must be sent via e-mail or message 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.

Drop off is between 07h30 – 08h30, please do not drop off after 08h30 as it is very disturbing to the children who have started their morning circle and theme discussions. **At 08h30 the bell will be switched off** and we do not allow children to be dropped off until circle time is finished.

If a child has an appointment during school hours, we would prefer the child to skip school for the entire day instead of leaving earlier or arriving later in the day.

### *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 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 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.

### *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, juice, sweets, cakes, carbonated drinks, chocolate, crisps etc. If unhealthy items are sent to school, we will send them back home with your child. **ONLY WATER** is allowed in water bottles, no juice please.

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

### *Celebrating Diversity*

At Sunny Side we believe strongly in a sense of community and in embracing our school friends as an extension of our family. We are proud to represent our Rainbow Nation through both our student body and teaching staff. Our school is non-denominational but grounded in an ethos of nurturing, caring and appreciating one another in all aspects.

Throughout the school year we will strive to celebrate as many cultural and symbolic days of interest as we can, educating the children on the special events their friends may celebrate at home. These celebrations will include, but are not limited to, Easter, Passover, Eid, Diwali, Halloween, Christmas, Hannukah and others. Should you have a special celebration you would like us to share, please let the Head of School know and we will do our best to incorporate it into our themed conversations.

### *Communal Fruit*

We request that your child bring an additional piece of fruit to be shared communally amongst the group (one piece per day for the fruit bowl). Often fussy eaters are more inclined to try new, healthy options if they are shared as a group. We love to see variety in our fruit bowl, and seasonal options are always welcomed. The teachers will assist the children in preparing the communal fruit plate to be enjoyed together.

### *Birthdays*

At Sunny Side Montessori, birthdays are celebrated with cupcakes or a small cake and popcorn (optional). 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*).

If you do not want your child to have a cupcake on another child's birthday, please provide Sunny Side with alternative snacks that we can keep at school for these occasions (we can freeze perishables).

On your child's birthday, we encourage families to donate an old book to our library, helping us expand our collection.

### *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**, parents will be provided with the themes for the year in advance. 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.

### *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 1st 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. **Fees are the same for all 12 months of the year.**

If school fees are not paid by the 7<sup>th</sup> of each month, Sunny Side will request that your child does not return to school until fees are paid in full. Full school fees are due even if there are school holidays.

Charges incurred for cash deposits will be added to the parent’s account.

#### **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 become 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. Sunny Side Montessori also reserves the right to ask parents to remove their child from the school should the parents not adhere to the terms laid out in the Parent’s Handbook.

### *Rules and Regulations*

1. Please contact 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. If you would like to speak to staff about your child’s progress or a school-related issue, please arrange an appointment.
4. Please make teachers aware of any changes at home or behaviour issues experienced at home.
5. 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.
6. Please be aware of what is being discussed between adults at school as children are often listening.
7. To ensure the safety of the children, please make sure that the security gate is kept closed after you.
8. No smoking, drugs, alcohol and/or weapons are allowed on the school premises.
9. Please keep personal and private information discussed confidential.
10. 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 behaviour is out of control, if there is non-compliance with the terms, conditions and procedures and/or if the child has a physical, mental, behavioral or psychological condition or problem that wasn’t disclosed.

### ***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, put their lunch box and water bottle away.

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, an extra mural activity, dancing, arts and crafts or a language lesson.

Cubs will go outside at approximately 10h45. Foxes will go outside at approximately 11h30. Children who are half-day students will go home between 12:00 (Cubs) and 13:00 (Foxes). Foxes will go back inside at approximately 12h40 for a fruit snack and story, until half day collection or when aftercare begins. 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, the Sunny Side Montessori Instagram page, in school-related stories or articles or e-mailed to parents.

### ***Consent for Communication***

In order to comply with the PoPI Act (Protection of Personal Information Act South Africa) we need to please get consent from all families to communicate with you via telephone or email. Please complete the attached consent form and return it to the school to be filed with your child's records. We do require signatures from both parents on this form.

### ***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 and discuss their feelings and emotions.

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

### ***Intervention Policy***

Procedure if physical, social, emotional, educational, or behavioural problems arise:

Class educators constantly observe and record the children's progress and development. Should any concerns be noted, the educator will call a parent meeting and advise of the concerns. Educators may not diagnose but will instead recommend parents see a specialist for an assessment. The school will work in collaboration with occupational therapists, physiotherapists, child psychologists, play therapists, speech therapists and other specialists where necessary.

The assessment is for the child's benefit and, as such, parents are expected to comply as far as possible. Refusal of assessment could jeopardise the child's future at the school.

It is the school's recommendation that any assessments are conducted as early as possible, as early intervention provides the best results.

### ***WhatsApp Policy***

The Formal School WhatsApp group is compulsory. We communicate important information pertaining to your child/ren's education here. You may not leave this group (but you can mute if needed).

Please respect the head of school and educators personal time by only messaging on WhatsApp during working hours, 07h30 – 17h00. Please do not message over weekends and in the evenings (After 17h00). If there is an emergency, please phone the head of school or vice principal. Please note that messages are sometimes only read a while after sending them and not to expect a response immediately.

### ***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 whilst 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.

## Stationery and toiletry requirements.

The following items are required annually:

Foxes class requirements	Cubs class requirements
<ul style="list-style-type: none"> <li>- 6 toilet rolls</li> <li>- 6 packets of wet wipes</li> <li>- 1 refill hand soap liquid (500ml) / liquid hand soap</li> <li>- 1 x glue stick</li> <li>- 1 x coloured pencils</li> <li>- 1 x coloured pens (Khokis)</li> <li>- 1 x sheet of stickers</li> <li>- 2 x face cloths OR dishcloths (any colour or size)</li> <li>- 1 x set of glitter glue</li> <li>- 1 x pack of white cardboard (160gms/180gms) 50 sheets</li> <li>- 1 x box of plasters</li> <li>- 1 extra change of clothes (labelled), including 2 pieces of underwear (These items will be kept at school, please place these items in a labeled plastic bag)</li> <li>- Sunscreen (Labelled)</li> <li>- 1 x family photo for the school album (Regular size)</li> </ul>	<ul style="list-style-type: none"> <li>- 2 boxes of tissues</li> <li>- 6 toilet rolls</li> <li>- 6 packets of wet wipes</li> <li>- 1 refill hand soap liquid (500ml) / liquid hand soap</li> <li>- 1 x glue stick</li> <li>- 1 x twist up crayons</li> <li>- 1 x watercolour paint set</li> <li>- 1 x sheet of stickers</li> <li>- 2 x face cloths OR dishcloths (any colour or size)</li> <li>- 1 x family photo for the school album (Regular size)</li> <li>- 1 x ream of white paper (500 sheets)</li> <li>- 1 x box of plasters</li> <li>- 1 x 250ml bottle of Dettol</li> <li>- 1 extra change of clothes (labelled), including 2 pieces of underwear (These items will be kept at school, please place these items in a labeled plastic bag)</li> <li>- Sunscreen (Labelled)</li> <li>- If your child wears nappies please bring; Nappies (children have individual nappy boxes), baby bum cream (labelled) and baby powder (labelled).</li> <li>- If your child will be at Sunny Side during nap time, please bring the items that are needed for nap time (e.g., a special blanket, dummy, soft toy etc.)</li> </ul>

*Please note: We may request more wet-wipes or tissues during the year if our supply is depleted.*

### *Fee structure: 2024*

	<b>Monthly fees</b> January - December (12 months)	<b>Termly fee payments</b> (Paid termly / 4 times per year)	<b>Total per annum</b> (Paid in January)
CUBS & FOXES <b>Half day</b> (07h30 – 12h00/13h00)	R3740	R11 220	R44 880
CUBS & FOXES <b>Full day</b> (07h30 – 17h00)	R4675	R14 025	R56 100
<i>Aftercare: Once-off daily rate: R100</i>			
<b>R2600 non-refundable placement fee for new enrollments</b>			

**Please note:** Extra murals are an additional fee. Late collections are R50 per hour. Regrettably, no sibling discounts. Fees are due for 12 months of the year and if parents change from full day to half day, they need to give three months' notice.

#### **Banking Details**

Bank account: FNB  
Account holder: Sunny Side Montessori  
Branch number: 250 655  
Account number: 6290 9340 870  
Account type: Business cheque Account  
Reference: Your child's name

