



SUNNY SIDE

MONTESSORI PRE-SCHOOL

CLAREMONT

**Parent's Handbook
2027**

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 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 discussions.

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 co-operation in building brighter young minds.

We look forward to a wonderful journey together!

Yours sincerely

Caitlin and the Sunny Side team.

Philosophy

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

Parental involvement

The parent is a child's first and most important role model. For this reason, we encourage parents to be actively involved in school activities and embrace the Montessori way of life. Sunny Side provides quality Montessori education, and we welcome parents to share in that vision. We also encourage implementing Montessori methods at home, and our staff is happy to offer tips or ideas to help with this.

For divorced or separated parents, both will receive updates on your child's progress and other school-related matters.

Progress Reports

Parent meetings take place in the 1st term of each year. Written 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.

Illness Policy and health of children

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.

If a child is not well upon arrival at 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, diarrhoea, 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, 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 diarrhoea (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.

Medication

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

Staff cannot administer medication without written permission from a parent. 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 school 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 after use. The water station is cleaned and sanitized daily. 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 labelled 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 Paediatric 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 medical aid 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 the information provided on the enrolment form e.g. change in address, contact number, medical, allergies and personal details. It is essential that the parent(s) submit these changes in writing. Changes should be made as they occur.

Clothing, toys and valuables

Please ensure that your child wears comfortable, correctly sized clothing that is suitable for active and sometimes messy play. Children should not wear their best clothing to school, as this may prevent them from fully participating in activities.

Clothing should be easy for your child to manage independently, especially if they are toilet training. Please avoid shoelaces, belts and jumpsuits unless your child can manage them on their own. Velcro or slip-on shoes and elasticated pants are recommended.

Children may not wear high-heeled shoes, jewellery or sunglasses to school. We also ask that children rather not wear clothing with superheroes on it, as this can easily lead to pretend fighting.

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

To avoid conflict and distraction, toys and valuables should not be brought to school unless they are for Friday Show and Tell. Our classroom materials are carefully selected for their developmental and educational value. Staff cannot take responsibility for any personal items that are lost, broken or damaged. Toys or valuables brought to school will be handed back to the parent to take home.

School outings

School outings may be held during the school year. Parents will be informed in due time 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), bikes and educational toys (Lego, Duplo, puzzles, blocks etc).

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

Please ensure that your car is always locked and that valuables are kept out of sight.

Drop-off is between 07h30 and 08h30. Parents are asked to say goodbye at the gate and reassure their child that they will be collected later in the day. If a child becomes emotional, a teacher will gently support them while the parent leaves. A short, confident goodbye helps children settle more successfully in the long term.

Parents are not permitted to enter the classroom during the school day, as this can disrupt the work cycle and may upset other children. Teachers will keep parents informed about their child's day.

At 08h30, the bell will be switched off and children may only be dropped off once morning circle has finished.

If someone other than a parent, guardian or regular transport person will be collecting your child, the school must be informed on the day. A photograph or copy of the person's ID must be sent via WhatsApp or email before collection, and the person may be asked to show their ID on arrival.

Parents must inform the school of any delays in collection. A late collection fee of R100 may be charged.

If your child has an appointment during school hours, we prefer that they stay home for the day rather than arriving late or leaving early.



Sunny Side Montessori daily schedule

07:30 – 08:30 | Arrival and Drop-off

Children say goodbye to their parents, greet their friends and teachers, pack their bags away, and put away their lunch box and water bottle.

08:30 – 09:00 | Morning Circle

Morning Circle may include greetings, theme discussion, grace and courtesy, classroom responsibilities, and a calendar and weather check.

On Fridays, children may bring a Show and Tell item related to the current theme.

09:00 – 10:45 | Cubs Work Cycle**09:00 – 11:30 | Foxes Work Cycle**

Children engage in their independent choice of work. This time may also include birthday celebrations, baking, gardening, extra murals, dancing, arts and crafts, or a language lesson.

10:45 | Cubs Outdoor Play**11:30 | Foxes Outdoor Play****12:00 | Cubs Half-day Collection**

Full-day children who nap will begin their rest time.

13:00 | Foxes Half-day Collection**13:00 – 17:00 | Aftercare**

Aftercare may include planned activities, free play, crafts and outdoor play.

17:00 | Final Collection

All children must be collected by 17:00.

Plans for emergencies & Fire Drill

As a precaution, an emergency plan is in place to protect children and staff from the 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 twice per year 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.

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

If school fees are not paid by the 7th 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.

Cash payments are accepted.

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.

Please Note

- Please make teachers aware of any important changes at home or behaviour concerns that may affect your child at school.
- If school equipment or another child's belongings are found in your child's bag, please return them to school. Montessori equipment is often expensive and difficult to replace.

- Please be mindful of adult conversations at school, as children are often listening.
- To ensure the safety of all children, please make sure that the security gate is closed behind you.
- No smoking, drugs, alcohol or weapons are permitted on the school premises.
- Please keep any personal or private information discussed at school confidential.
- Parents will be asked to complete separate consent forms for school communication, photographs and videos.

These permissions must be completed before we may communicate via WhatsApp, email or telephone, or use any photographs or videos of your child for school-related purposes.

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.

Sunny Side requires that parents communicate with us if their child has seen or is seeing a specialist (like; occupational therapist, behavioural therapist, speech therapist, educational psychologist, play therapist etc.). It is of the utmost importance that we work together in supporting the child's development.

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:

At Sunny Side Montessori, we encourage kindness, respect, patience and care for one another. All children have the right to feel safe, secure and valued.

Children are encouraged to respect their teachers, friends, classroom materials and school environment. We do not allow bullying, physical or emotional harm, inappropriate language or behaviour that disrupts others during the work cycle.

This Code of Conduct is a broad outline of the values and behaviour we encourage at Sunny Side.

Stationery and toiletry requirements.

The following items are required annually:

Foxes class requirements	Cubs class requirements
6 x toilet rolls 1 x 500ml refill hand soap liquid OR liquid hand soap 2 x glue stick 1 x set of Khokis/felt tip pens 2 x sheet of stickers (any kind) 1 x pack of white cardboard (160gms/180gms) 50 sheets 1 x pack of coloured paper (160gms/180gms) 50 sheets 1 x oil pastels 2 x whiteboard markers 1 extra change of clothes (labelled), including 2 pieces of underwear (These items will be kept at school, please place these items in a labelled plastic bag) Sunscreen (Labelled) 1 x regular-size family photo for the school album (if we don't already have one)	6 x toilet rolls 3 x packets of wet wipes 1 x 500ml refill hand soap liquid OR liquid hand soap 2 x glue stick 1 x water-colour paint set (any kind) 1 x sheet of stickers (any kind) 1 x retractable crayons 1 x ream of white paper (500 sheets) 1 x family photo for the school album (Regular size) If your child wears nappies please bring; Nappies (children have individual nappy boxes), and bum cream (labelled). 1 x Sunscreen (Labelled)

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

Fee structure: 2027

2027 Fees	Monthly fees January - December (12 months)	Termly fee payments (Paid termly / 4 times per year)	Total per annum (Paid in January)
Half day 07h30 – 12h00/13h00	R4700	R14 100	R56 400
Full day 07h30 – 17h00	R6000	R18 000	R72 000

Please Note:

- R2600 non-refundable placement fee for new enrolments.
- Aftercare Ad-hoc rate: R150 per day
- Extra murals are an additional fee.
- Late collections after 17h00 are R100 per 15 minutes.
- 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.
- Fees need to be paid by the 1st of each month.

Banking Details

Bank: FNB

Account holder: Sunny Side Montessori

Branch number: 250 655

Account number: 628 4077 8221

Account type: Business cheque Account

Reference: Your child's name

