

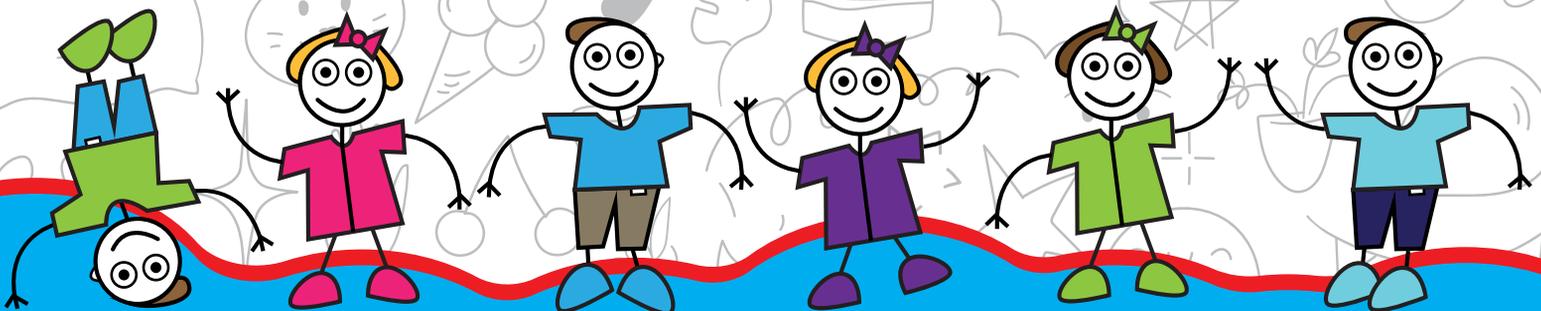
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Millennium Kids Montessori



# INFORMATION BROCHURE

"Provide your child with the OPPORTUNITY  
and we will provide the FOUNDATION."



Maria Montessori has taught us much about educating the child. Her work has been documented and studied over the last hundred years. Her insights into the child have been proven correct or greatly considered to develop, inspire and challenge our youth. Maria Montessori believed in the child's total mental, physical, emotional, and spiritual development.

In our classroom setting, we prepare the environment in order to make our children successful. It is important to prepare an environment that caters for positive reinforcement, immediate feedback, and an inviting atmosphere which will not intimidate the children. With the environment carefully put into place, the child learns to care for it, as well as participating in it with some accountability of self. They learn to feel good about themselves; they enjoy going to school and learning about themselves, others, and taking care of the facility.

Maria Montessori said, "When the right moment comes, he will walk". How true this is! If we have carefully prepared our environment, considering each of those individuals under our care, when the right time comes, they will "walk" into the knowledge and understanding of his or her ability. We cannot force this upon the child, but we can carefully order their steps in a controlled atmosphere, which allows them to develop and mature at their own rate. Montessori also says that we must allow the child to learn by his/her own activity. Each child is unique and therefore will master certain stages in their own time. She also said that the child must be granted mental freedom.

At Millennium Kids we use a combination of the Montessori teaching method and the Government prescribed curriculum.

### Each Day

Includes class time when children practice making decisions, choosing from amongst the various activity areas offered, and time when the group is together for class activities. They can also play with whomever they choose. They receive breakfast, lunch and two snack meals (The menu can be viewed on the notice board on the entrance wall). There is also time set aside for resting. The afternoon activities include free play outside and story time. The daily programme can be found in each classroom, if you need more information, please discuss it with the teacher.

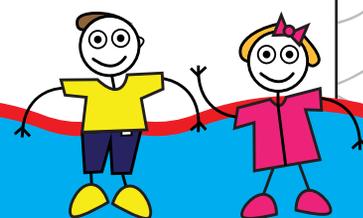


### Independence

Independence develops as children have opportunities to take care of themselves and their need to work out their own problems and to become responsible for their actions. We encourage them to put on and take off their own shoes and socks, to tidy up what they have been busy with, and to pack and carry their own bag. Please assist us by reinforcing these skills at home as well.

### Relationships

The development of relationship skills is very important. Getting on with oneself and others, learning to accept reasonable limits, to respect the rights of others, and to stand up for one's own rights is a big part of the programme.



## Our Goals

Love and affection in many forms and limitless amounts.

Your child plays an important part in our school, and the days are planned considering individual needs for growth (emotional, physical, social, intellectual and spiritual).

Each child must be permitted to grow in confidence, adequacy and trust (a basic sense of trust and security is the foundation for all positive learning, and early learning patterns greatly affect future education).

Discipline is guiding children in developing "inner-control", learned through understanding rather than through fear.

## About the Staff

Our staff consists of caring and concerned adults who are:

- Trained or experienced in early childhood education;
- Interested in young children and their development;
- Warm, positive and open in their relationships with young children and their parents.



## General School Details

Please look at the year program distributed at the beginning of each year to familiarise yourself with the mid-term breaks, important dates, themes etc.

## Days and Hours of Operation

Millennium Kids Montessori will be open every weekday from 6:30 – 17:30 (closed on weekends and public holidays). The half day children must please be collected by 13:30 and full day by 17:30. We do understand that there can be an unforeseen problem, but it must be the exception to the rule. Please contact us when there are any problems in this regard. The personnel on duty must work overtime in cases like this so please keep that in mind.

## Starting at pre-school (The first day of school)

Bring your child to the classroom and introduce yourselves to the teacher. Say goodbye and leave (don't prolong the parting as it unsettles the child).

## Absences

If your child is going to be absent from school, please inform us accordingly.

## Arrival and Departure procedures

Please accompany your child to the front gate or to his classroom. Please ensure that you close the gates behind you, this is for very important security purposes! Be punctual. The children who are late miss out on group time and arrival activities. Punctuality shows our children that we believe that being on time is important. No child will be permitted to leave the premises with anyone other than their parents unless permission has been given by the parents to persons who can be identified by the MKM personnel.



## Dress Code (boys and girls)

- Shirts and shorts; long pants, jeans, leggings, tracksuits when the weather is cooler.
- **Please send an extra pair of clothes and a warm top in the bag.**
- Flat sandals or flat-soled tekkies. No high-heeled sandals or platform tekkies at all.
- No fantasy clothing such as Spiderman, fairies etc. to be worn (the suits, not the branded clothing).
- Branded school clothing can be bought on our online store (link shared on Whatsapp).
- Please send a hat to school in summer.
- Please put an extra pair of clothes in your child's bag, regardless of their age, as accidents happen.
- **All items of clothing to be clearly marked.**



## School Bag

A backpack or suitcase to hold a spare set of clothes, a warm top, and a juice and water bottle must come to school every day. Please mark everything clearly.



Please supply the following items (if applicable) daily if your child is in the baby or potty-training class:

**Baby food:** Baby food is prepared at the school for babies. If your baby has any other requirements please provide us with the necessary food.

**Bottle feeds:** Sufficient bottle feeds should be provided with the correct formula. All bottles must be clearly marked.

**Nappies:** Parents must please ensure sufficient supply of nappies or pull-ups each day.

**Extra clothes:** The baby room require two sets of clothing for the babies each day which is clearly marked. Please include bibs for feeding.

The potty-training class also requires additional sets of clothing and underpants to conform to your child and his/her needs.

## Lunch Boxes

Lunch boxes are not necessary, as breakfast, lunch and two snack meals are given to all children. If you want to send a lunch box, the following items may **NOT** be included in lunch boxes:

- No fizzy cold drinks;
- No sweets or chocolates;
- No chips or crisps;
- No iced cakes or biscuits;
- No tinned food or food requiring heating;
- No peanuts.

You may include any healthy snack as an extra if you feel it is necessary.



## Birthdays

The birthday of every child is special! We understand that you want to make it a day to remember for your child. We have a special birthday ring for every child on his or her birthday. If you want to arrange for a birthday party at school, please arrange with the teacher for a suitable time. Due to the special occasion, we allow cakes, party packs etc. to be sent to school.



## Lost Property

Lost property will be kept in designated areas for one term and then after that it will be donated to charity.

## Extra-curricular Activities

There are a variety of optional activities available. Parents must please make the necessary arrangements with the contact person. An extra mural information afternoon will take place during the year; refer to the year program for more details.



## Special Days and Fundraisers

Each class gets a turn to arrange a special day, for example Valentine's Day. Once a term we have a visit from an educational program to visit the school (FANSA). The above visits tie in with our curriculum and themes. The school pays for these visits.

There is also one fund raiser per term. Please support us in this regard. All the money raised goes back into the upkeep of the school.



## Fee Structure

A non-refundable registration fee is payable when enrolling your child. Quarterly and equipment fees are payable at the beginning of each term, four times a year. A monthly fee is payable every month at the beginning of each month (Monthly fees are payable for 12 months from January to December of every year). A 5% discount on the monthly fees will be given for any other child of the same family of the principal child.

All fees must be settled by the first of every month. (If not settled, penalties will be added to your account for late payments.)

No refunds are given for illness or vacations, and fees are still payable.

**School fees are subject to increase annually.**

Payment methods:

The preferred method of payment is by debit order or electronic fund transfer. Please use your account number (which you will find on your statement) as a reference for your payment.

**Our banking details are as follows:**

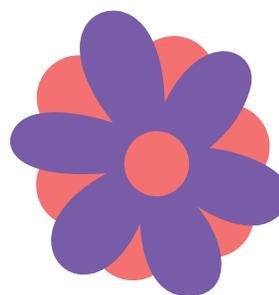
ABSA BANK

Account Holder name: MKM (Millennium Kids Montessori)

Branch code: 632005

Account number: 4061562768

Cheque Account



## Notice Period

Please ensure that you give us written notice as soon as you know that your child will be leaving the school. One calendar month is required. October, November and December (last term) will not serve as notice period months. Thus, September is the last notice month. The assumption is that all Gr. R's will leave at the end of the year unless a re-submission pertaining to the child's development is required.

Millennium Kids Montessori hereby reserves the right to give any parent a notice to remove their child from the school in the following instances:

- If there is a discipline problem that does not improve after discussions and consultations.
- If it is felt that the parents are being disruptive to any of the processes of the school's operation.
- Habitual late payers will be asked to remove their children from the school.

## Communication with Parents

**Newsletters:**

Newsletters are sent out at the end of every month via Whatsapp and e-mail to keep parents informed of activities and forthcoming events. Please ensure that the school always has your correct contact number and e-mail address. **Please read the newsletters!**



## Communication with Parents (continued)

### Parent-Teacher Meetings:

Early in the school year, an informal information afternoon provides an opportunity for all parents to meet the teacher and other parents from the group. The teacher will outline the expectations she has for her class and the support she requires from parents. (Please refer to the year program for more details). Parent interviews will take place if a parent requests an interview with the teacher or where we feel it necessary to meet with the parent.

### Term Reports:

Comprehensive written reports are given at the end of the first term (Gr. RR and Gr. R), at the end of the second term (all classes except the Baby class), and at the end of the year (all classes). The child's work will be sent home after each term.

### Documents needed per Child

Please include the following documents when enrolling your child:

- Enrollment documents
- Child's birth certificate
- Clinic card
- Copies of both the parents' identity documents
- Report from previous school (where applicable)
- Copy of the medical aid card (where applicable)

### The Role of Parents

We believe that parents are a child's first and most important teachers. It is in his or her own family that the child first gains a basic sense of trust and security and first learns to respond to others. Pre-school is a bridge between home and formal school, and we aim to become partners with parents, as together we seek the child's optimum growth.

It is very important for parents to form a bond with the school, and more especially with the class teacher. Please feel free to discuss any concerns or aspirations you may have regarding your child.



### Ways you can help us

There are many ways that parents can help in supporting their children to become responsible individuals, as well as helping the school and teachers work more efficiently:

- Help your child to remember everything he/she needs for school each day.
- Always be punctual.
- Please read all newsletters and Whatsapp communication.
- Please mark everything clearly.



## Ways you can help us (continued)

- Please do not send toys to school, not even for show and tell.
- Please put a set of spare clothes into the bag every day, as accidents do happen.
- Send your child to school in comfortable clothes.
- Please remember important dates and to reply timeously with requests made in letters.
- Set up house rules for your children to follow.

We trust that you will enjoy a happy partnership with us!



Attached please find the following policies and procedures:

- Medical and Health policy
- Emergency policy
- Discipline procedures.

## Medicine and Health Policy

The purpose of the medicine policy is to ensure that there are always proper control measures in place when giving medicine to the children in the school. The medicine policy is seen as a vital health control measure in the school and we ask that all the parents adhere to such.

All medicine should be handed over to the Principal or staff member on duty at the front desk. There is a medicine register book available at the front desk. Parents are required to record all needed information in their own handwriting in the register. Medicine that is not recorded in the respective register, will not be administered to the child. The medicine book must be filled in with all the required information for example: date, child's name, dosage, name and time of medicine. All the medicine must be marked with the child's name.

The class teacher will then give the medicine as instructed and sign the register as well. There will always be two responsible teachers present when medicine is given to any child.

All antibiotics will be kept in the fridge and parents are requested to ask for medicine when collecting children from school and to take the medicine at the front desk.

In a situation where the child gets sick at school, the following will be done: the teacher or principal will contact the parent. The condition of the child will be evaluated, and we will determine if any school medicine is required. If the parent gave permission, the teacher will record it in the medicine register book (indicating that it was a telephonic agreement) and the same rules will apply as for the normal procedure.



## Medicine and Health Policy (continued)

### Summary

- No medicine will be administered unless permission is granted by the parents.
- Should the baby/child develop symptoms that require certain medication, parents will first be consulted.
- No medicine allowed in the bags.
- No medicine allowed in the classrooms.
- Medicine remains in the fridge or the front desk and it is the parent's responsibility to collect it in the afternoons.
- The normal procedures will be the rule with no exceptions thereof.

### Health

No children will be admitted to the school if he/she has:

- Diarrhea
- Vomiting
- A Temperature (high fever)
- A rash
- A septic focus anywhere
- Infected eyes
- An exceptional heavy cold or cough
- Lice or nits
- Any other infectious diseases

A child that contracts the above-mentioned conditions must be kept at home and can only return to school when fully recovered, or if the parents can provide a medical certificate if necessary, to prove that the child has fully recovered. Parents will be notified immediately should the teacher identify a possible contagious disease.

We will not administer any vitamins to children at school and kindly ask parents to give this at home, as vitamins can be given on an empty stomach. Children need vitamins on a continuous basis and therefore it is easier for parents to give it at home.

We can and will only administer the same type of medicine for not more than 5 days. We will stop the medicine and advise you through communication that you should rather consult a doctor.

In the interest of all concerned, parents, teachers and children must always adhere to the Medicine and Health policy of the school.

### Abuse and Neglect

Any staff member or parent who has seen or is aware of an abusive situation concerning our children or another staff member must notify the principal immediately.

An investigation will be conducted and if necessary, the outcome will determine the action to be taken.



## Emergency Policy

The purpose of the Emergency procedure is to ensure that staff members know what to do when an emergency happens, and parents are informed on what to expect during an emergency.

### First Aid

In first aid cases, we treat everyone as if they are HIV positive. Parents are not obliged to reveal any child's HIV status, but we do encourage parents to share this information voluntarily. Confidentiality will always be maintained. A first aid box is kept at the office and on the playground. An appropriate amount of staff members with a level one first aid certificate will always be on the premises.

If it is not serious, the staff member will then clean the wound and ensure that the child is calm. The incident will be recorded in the class register on the day it happened, and the principal will also sign next to the incident. The teacher on duty or the principal will also inform the parents when they collect their child.

**If serious**, the child will be kept in the position he/she is lying. Other personnel will clear the space by removing all other children. A personnel member will check if the child can move his fingers and toes, if not, the Net Care Ambulance service will be contacted (the number is in the office) and a neck support will be put on. The parents will also be informed during this time.

When the child's condition is evaluated, and he/she can be escorted, the principal or one of the designated personnel will take the child to the emergency services.

If the driver and another personnel member are off to the emergency services of Pretoria East, one of the remaining personnel will contact the parents and ask them to meet us at the emergency service or doctor.

The personnel that stay behind at the school, will organise the school in such a manner to make provision for the members that left to ensure that there is still enough supervision that remain at the school.

If everything is settled down, the above incident will be recorded in the register and a note with all the details will be given to the parents.

## Discipline Procedures

The purpose of the Discipline procedure is to ensure that staff members and parents are aware of the school's view regarding discipline.

All discipline is age-appropriate. Minor infractions are generally dealt with in the classroom. Teachers may use "time out" or "loss of privileges" as consequences for inappropriate behavior in the classroom. If a child continues to commit minor offences, the infractions may be treated as a moderate infraction. The child will be dealt with accordingly and parents may be informed at this point.

For moderate or severe infractions, parents will be informed, and the school and parents will meet and decide on the correct discipline or action.

