



## INTRODUCTION

Montessori Centre for Early Childhood Development  
Moreletapark, Pretoria East

Little People's Place is a dual medium Afrikaans/English, Christian school. We offer high quality Montessori education. Each child will receive individual lessons on a daily basis and progress reports will be available to parents twice a year. The physical and emotional care of each individual child is just as important to us as their intellectual education.

Our curriculum makes provision for stimulation in all the different learning/developmental areas:

- Gross Motor Development
- Fine Motor Development
- Creativity
- Music and Drama
- Practical Life Skills
- Sensorial Stimulation
- Numeracy and Literacy
- Geometry
- Knowledge and Understanding of the World
- Outdoors
- Bible education, Praise and Worship

## TERMS AND CONDITIONS

### **1. SCHOOL TIMES – 06h30 till 17h30 MONDAY to FRIDAY**

The school program starts at 08h15 and ends at 12h30. Please drop your child off no later than 08h00 in the mornings. Pick-up for half day children is between 12h30 and 12h45. A R50/15 minutes penalty fee will be charged on all late pick-ups. Please make alternative arrangements with family members or friends to pick up your child on time if you as the parent is not able to because of unforeseen circumstances. Please notify the school if you need to pick up your child earlier than 12h30. Please do not pick-up your child between 12h45 and 14h45.

The school will be closed on all Public Holidays as well as during the Easter Holiday period. The school will be open during government school holidays without additional charges except during the December holiday. During December the school will be closed for a minimum period of three weeks and a maximum of four weeks. December holidays are subject to change according to the government holiday calendar. The school will close earliest on the 10<sup>th</sup> of December and will re-open no later than 10 January each year. No childcare will be available at school during this period.

### **2. AGE GROUPS AND ADULT/CHILD RATIO**

**3 – 15 Months Baby Centre:** Maximum 8 babies 2 adults.

**1 – 3 Year Class:** Maximum 18 children 3 adults.

**3 – 6 Year Class:** Maximum 34 children 3 adults.



### 3. SCHOOL FEES

Montessori Centre for Early Childhood Development  
Moreletapark, Pretoria East  
Play, Learn and Grow Together!

#### **Baby Centre – 06h30 till 17h30**

R 2 650 per month over 12 months.

#### **Half day toddlers and pre-school – 06h30 till 12h30**

R 2 450 per month over 12 months.

R 2 250 (3 days/week) – only available in the 1 – 3 year class, monthly over 12 months.

#### **Full day toddlers and pre-school – 06h30 till 17h30**

R 2 950 per month over 12 months.

School fees are payable in advance. All fees need to reflect in the school's bank account by the 3<sup>rd</sup> of the month. A 5% penalty fee will be charged on late payments. Admission may be denied if your account is in arrears. You will be expected to pay your child's fee in full even if your child is absent from school due to illness or unforeseen circumstances. A 5% discount will be offered to 2<sup>nd</sup> and or 3<sup>rd</sup> siblings.

The school does not have credit card facilities. NO CASH will be accepted. All school fees must be paid electronically. Cash deposit bank fees will be for your account if you prefer to deposit cash into the school's bank account.

Please use your child's name and surname as reference. Please send proof of payment to [melinda@littlepeoplesplace.co.za](mailto:melinda@littlepeoplesplace.co.za) or 0791441729.

R 150 / Term will be added to your account at the end of the term for stationary and educational equipment. School fees include all meals, drinks and snacks as well as outings and educational shows. This does not include the Baby Centre.

Each child will be asked to provide 1 box of tissues, 2 packets of wet-wipes and either 4 rolls of toilet paper or 2 rolls of kitchen paper toweling per term. Children wearing nappies will be asked to provide all their own nappies, wet-wipes to clean bottoms, disposable plastic bags for soiled nappies and his/her own barrier cream.

The school might have fund-raising activities from time to time.

#### **DEPOSIT**

One month's school fee (R 2 450/R 2 650/R 2 950) as a deposit is payable at registration (in addition to the first months school fee). Deposits are refundable, please see termination of contract.

Your child's deposit will be upgraded annually as school fees will increase by a maximum of 8% per year. The deposit increase will be added to your child's February account.

#### **BANK ACCOUNT DETAILS**

**Account holder** – Little People's Place Montessori Centre

**Bank** – Standard Bank

**Account no.** – 420230939

**Branch no.** – 012345



## **DECEMBER/JANUARY PAYMENTS**

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**You will** receive an invoice at the end of November for December as well as January's school fees. The school will be closed during December and most parents tend to be on holiday that time of the year. You will be requested to either settle the full amount at the end of November or to hand in a post-dated cheque made out for the 1<sup>st</sup> of January 2017 for January's fee.

**Unfortunately no electronic payments at the end of December for January will be accepted due to the holiday period.**

### **4. TERMINATION OF CONTRACT**

One calendar month's written notice will be required when terminating your contract. Your deposit will contribute to paying your notice month's fee. If you do not give a calendar month's written notice in advance, you will forfeit your deposit.

**November will not count as your notice month. If your child is not coming back in January the following year, you will still be liable to pay your December school fee.**

If your child is returning the following year you will be liable to pay a full month's fee for December as well as January, even if the school is closed over the holiday period. The fee structure is worked out over 12 months.

THE SCHOOL HOLDS THE RIGHT TO TERMINATE A CONTRACT IF IT IS IN THE SCHOOL'S BEST INTEREST TO DO SO.

One month's written notice will be given to the parents after a verbal discussion regarding the matter. In case of the school terminating a contract the school will be liable to refund the deposit immediately.

### **5. FOOD**

The school provides quality healthy food, snacks, fruit and juice. A weekly menu will be available from the school.

The school will provide cooked porridge and rooibos tea to all children in the mornings between 07h30 and 08h00. Breakfast will only be served until 08h00 in the mornings.

The school will provide bread and fruit as well as fruit juice to all children at 10h00 in the 1-3 year class and 10h30 in the 3-6 year class.

Full day children will receive a balanced cooked meal and fruit juice at 12h45 and a late afternoon bread and fruit snack and fruit juice or tea at 15h45.

Water will be freely available throughout the day!

**Own food will NOT be permitted unless prior arrangements have been made due to allergies or religion. Please inform the school if your child has any food allergies!!**



## 6. BABY CENTRE

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Babies need to provide own food, milk, nappies, wet-wipes to clean bottoms, disposable plastic bags for soiled nappies and his/her own barrier cream.

The school does not provide food, milk, juice etc. for the babies. All meals/snacks need to be prepared at home and packed in such a way that it is ready to serve to the baby. The baby center does have a refrigerator and warm-up facilities. Please do not send any unhealthy snacks/sweets for your baby to school.

Bottles will be prepared at school prior to the baby's needs. Please send the correct amount of water in the bottle and the milk powder measured in a separate container ready for mixing.

Please sterilize bottles and baby utensils at home daily.

## 7. NAPTIME

It will be expected of all full day children to take an afternoon nap between 13h15 and 14h45. Please do not collect your child during naptime! You need to purchase a package containing 2 mattress covers/sheets and a small fleece blanket from school at R220 once off. Mattress covers will be sent home on a Monday to get washed and need to be sent back to school by Friday.

## 8. MEDICAL INFORMATION AND HEALTH POLICY

**Please read the Health and Medicine Policy to familiarise yourself with the health and safety rules in our school.**

Please make sure that your child's inoculations are up to date!

Please hand in the following certified copies:

- Certified copy of your child's birth certificate.
- Certified copy of your child's immunization/road to health chart.
- Certified copy of your medical aid card.
- Certified copy of the main member's ID book.
- If the main member differs from the person responsible for paying the school fees you need to hand in certified copies of both parents' ID books.

Please do not send your child to school if he/she is ill. Consideration towards the other children and the teachers by providing alternative care for your child at home whilst ill, will be appreciated. If you send your child to school when ill, it is not only unpleasant for your little one but also places the other children and staff at risk of contracting the illness. Please inform the school if your child is not going to attend school on a specific day.

If your child starts to feel ill at school we will contact you to collect him/her at your earliest convenience. We will keep your child in the office where he/she will be taken care of until you arrive.

**Please note that NO Medicine is allowed in a child's schoolbag. Please hand it in to your child's teacher and sign the medicine register. It is your responsibility as**





**parent to ask for your child's medicine when you collect your child in the afternoon. It is not the school's responsibility to return medicine in the afternoon if left behind.**

No medicine will be administered to any child without written consent from the parent/guardian. No vitamin/mineral or immune booster supplements will be administered at school. There is a medicine register as well as a register for minor and major injuries occurring at school as well as one for injuries which occurred at home. Please fill in or sign these registers where applicable.

The school will ALWAYS contact you as parent/guardian immediately in case of an emergency or major incident. Please remember to update your medical aid and contact details at school if these have changed. Please provide the school with an alternative person's contact details in case of an emergency and it happens that you are unobtainable.

The school will take all necessary precautions to prevent injuries and or accidents. In case of an emergency, and the school cannot get in contact with you as parent/guardian, the school will take the responsibility of getting your child the best possible medical care.

Please sign the consent form attached. By signing the consent form you give Little People's Place Montessori Centre, the principal or any member of staff who is in charge, the right to act on your behalf even if it has financial implications which you will be accountable for. The following instances apply:

- Obtaining medical assistance or services.
- Transporting your child to a place where medical assistance/services are available.
- Permission to give medicine to your child as prescribed by a medical doctor.
- Giving permission for anesthetics.

**Guidelines for non-attendance. Should your child have:**

- Diarrhea (more than 3 bowel movements in the space of a few hours).
- Vomits more than once in a period of 24 hours.
- Skin rash accompanied by a fever unless a written permission letter is given by a doctor allowing the child to attend school.
- Conjunctivitis or 'Pink eyes' with a purulent or no discharge up to 24 hours after treatment has started.
- Head lice and or nits – up to 24 hours after treatment has commenced.
- Runny nose – thick yellow/green secretion and or excessive coughing.
- Any contagious illness until a medical doctor has given written permission for the child to return to school. This includes T.B, Mumps, Impetigo, Hepatitis A, Measles, Whooping cough, German measles, Chicken pox, Diphtheria, Shingles, Hand-foot-mouth disease.
- A fever of 38°C.
- In case of the above as well as a bee sting, parents will be notified and requested to fetch their child from school ASAP



## **9. CLOTHES/TOYS AND ACCESSORIES**

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**Please ensure that your child wears old comfortable clothes that can get dirty!!**

If your little girl is wearing a dress please put shorts on underneath. Super hero or fantasy clothes are unfortunately not allowed at school. Please pack an extra set of clothes and a jersey for your child. Please pack a sun hat during the summer and apply sunscreen lotion at home. Potty trainers need at least three extra sets of clean clothes! Children are encouraged to come to school barefoot during the summer months and to wear shoes with velcro instead of shoes with laces during winter.

As a precaution and a safety measure please do not let your child wear bangles and necklaces. No toys may be brought from home. Story books or items related to the week's theme are welcome. PLEASE MARK ALL YOUR CHILD'S PERSONAL ITEMS CLEARLY! The school will not take responsibility for items that might get damaged or lost!

## **10. EXTRAMURAL ACTIVITIES**

Extramural activities are optional and available to children from the age of two. All the extramural activities will be invoiced separately by the responsible person. Please do not pay these activities' fees into the school's account. Extramural classes, times and days are subject to change depending on the availability and demand.

The following extra murals are available at school:

- Playball – Mondays @ 08h45 and 09h15
- Pottery – Thursdays @ 09h00
- Audio-Blox – Mondays @ 11h30
- Music – Wednesdays @ 10h45
- Ballet – Tuesdays @ 10h45

## **11. BIRTHDAYS**

Please take note that we will ask one child to buy a present to the value of R80 for a birthday child. It will be expected from the birthday child to bring a poster with his/her timeline photos and one treat for all the children in the school on the day of his/her party. Parties will not necessarily be on the child's birthday. Please see the weekly newsletter for more information regarding birthdays. No party packs, entertainers or jumping castles etc. will be allowed.

## **12. APPOINTMENTS AND INTERVIEWS / NEWSLETTER**

Parents are welcome to make an appointment at any time to discuss their child's progress. It is unfortunately not possible to have conversations in the morning or afternoon before or after school as we will be busy preparing for the day or will be attending to the children. Helpful information, for example, that he/she did not have a good night, is important to us.

A weekly newsletter regarding the week's theme and all relevant information is sent out on a Monday. You are welcome to receive this letter via email or a hard copy. Please advise the school of your preference. PLEASE READ THIS LETTER!

We request that no phone calls to the school are made during the work cycle between 08h30 – 10h30. Please send a sms/whatsapp message or email and we will attend to it

at the most convenient time. If you need to contact us please phone between 10h30 and 12h00 or after 15h00. Please use the landline number 012 998 3182 if there's no answer on the cell-phone, especially during the afternoons.

### **13. OUTINGS AND GUESTS**

The school will have organized outings from time to time for children in the 3 – 6 year class. You will receive information and a letter of consent before the outing. We will invite guests with educational programs from time to time and you will receive information about the visit well in advance.

### **14. DROP OFF AND PICK UP**

Parking is available inside the school premises towards your left as you enter the gate. Please do not park in front of the garages when possible. The gate operates with a personal access code. Please do not give this code to anybody! Please make use of this parking since it is the safest option for you and your child. Parking is also available on the sidewalk and access is through the small pedestrian gate.

Please hold your child's hand when accompanying him/her to and from the gate and do not leave your child unattended at any time outside the school building. Please say goodbye to your child before leaving, keeping this as brief as possible. A drawn out farewell may upset your child.

**Please close the security gate at the front door behind you at all times when dropping off or collecting your child! Do not allow your child to press the intercom / exit buttons in order to open any of the gates. Do not allow any other child to exit with you if not accompanied by an adult. Please clear the parking area as soon as possible!**

Please sign a consent form for a 3<sup>rd</sup> party to collect your child. No child will be allowed to go home with somebody other than his/her parents/guardian if no consent form has been signed and relevant information regarding the 3<sup>rd</sup> party has been supplied to the school.

### **15. SCHOOL RULES**

Please respect our school rules at all times. Please encourage your child to adhere to these rules regardless. Please contact the school if you would like to obtain more information regarding general school rules.

**Please do not hesitate to contact the owner/principal at any time within school hours if you have any concerns or questions regarding the school, staff, premises or any other queries regarding your child's education. It will be dealt with in a confidential and professional manner.**

16. I \_\_\_\_\_ parent of \_\_\_\_\_ hereby understands and accepts these terms & conditions.

Date \_\_\_\_\_ Signature \_\_\_\_\_



**17. LIABILITY**

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**All precautionary measures are taken to ensure the safety of your child!!**

I \_\_\_\_\_ Father/Legal Guardian,

Id no. \_\_\_\_\_ As well as

I \_\_\_\_\_ Mother/Legal Guardian,

Id no. \_\_\_\_\_ of \_\_\_\_\_,

hereby absolve Little People's Place Montessori Centre and its owner and respective employees from any financial, judicial or medical claim resulting from any injury, howsoever caused, sustained by my child or death of my child from any cause, while on the school premises or any outing organized by the school during my child's enrollment as a pupil at Little People's Place Montessori Centre.

An employee, acting on behalf of the school, in the event of an accident, will not be held personally responsible for any costs, should any 3<sup>rd</sup> party claim arise.

The parking area is used at your own risk. The school and staff members do not take any responsibility for incidents or any damage to your vehicle.

Signed at Pretoria on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature Father/Guardian

\_\_\_\_\_  
Signature Mother/Guardian

\_\_\_\_\_  
Signature Owner/Principal