



## **INTRODUCTION**

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 educational program starts at 08h15 and ends at 12h30.** Please drop your child off no later than 08h15 in the mornings. Pick-up for half day children is between 12h30 and 12h45. Full day pick-up is from 15h00. Please DO NOT fetch your child during lunch and or naptime, (12h45-14h45).

A R60/10 minutes penalty fee will be charged each time you are late to fetch your child. Please make alternative arrangements with family members or friends to fetch your child on time if you, as the parent, are not able to because of unforeseen circumstances. Please notify the school if you need to fetch your child earlier than 12h30.

The school will be closed on all Public Holidays as well as during the Easter Weekend 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 approximately 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 – 17 Months – Baby Centre:** Maximum 8 babies; 1 Teacher 1 Assistant.

**18 Months – 3 Year Class:** Maximum 26 children; 2-3 Teachers 2 Assistants.



**3 & 6 Year Class:** Maximum 38 children; 3 Teachers 1 Assistant.

**School Ratio** – 72 children = 6-7 Teachers, 4 Class Assistants, 1 Cleaner & 1 Cook.

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

### **3. SCHOOL FEES**

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

R 4 100 per month over 12 months.

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

R 4 100 per month over 12 months.

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

R 4 500 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 a 2<sup>nd</sup> or 3<sup>rd</sup> sibling.

The school does not have credit card facilities. NO CASH will be accepted. All school fees must be paid electronically. Cash deposit bank charges 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.

School fees include all meals, drinks and snacks. This does not include the Baby Centre. Babies need to provide their own meals, drinks and snacks.

R150 for stationary and equipment will be charged to your account at the end of each term. This will be added to your account at the end of March, June and September.

Each child will be asked to provide 1 box of tissues, 2 packets of wet-wipes, 4 rolls of toilet paper and 2 rolls of kitchen paper toweling per term. Nappy wearers will have to provide 4 rolls of kitchen paper toweling instead of toilet paper. Children wearing nappies will be asked to provide all their own nappies, wet-wipes for 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 4 100 half day/R 4 100 babies/R 4 500 toddlers & preschool full day) 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 amended 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**

Montessori Centre for Early Childhood Development  
Moreletapark, Pretoria East  
P.O. Box 102091, Moreleta Plaza, 0167

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

**Bank** – Standard Bank

**Account no.** – 420230939

**Branch no.** – 012345

## **DECEMBER/JANUARY PAYMENTS**

You will receive an invoice at the end of November for December as well as January the following year's school fees. The school will be closed during December and no accounts can be paid or sent out end of December. **January's fee needs to be settled before school closes for the December recess.** You will forfeit the January fee if you decide not to send your child back in January the following year.

**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 for the December school fee, your deposit will be allocated towards the December fee. The fee structure is calculated over 12 months.**

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 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 and on the website.

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 morning.**

Bread and fruit as well as fruit juice will be served to all children at 10h00. Water will be freely available throughout the day!

Full day children will receive a balanced cooked meal and fruit juice at 12h30 and a late afternoon bread and fruit snack and fruit juice or tea at 15h30.



**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**

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 13h00 and 14h30. Please do not fetch your child during naptime! You will need to purchase a package containing 2 mattress covers/sheets and a small fleece blanket from school at R380 once off. Mattress covers will be sent home on a Friday to get washed and need to be sent back to school ASAP.

## **8. MEDICAL INFORMATION AND HEALTH POLICY**

**Please read the Health and Medicine Policy to familiarise yourself with the health and safety regulations of 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 sickbay 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 fetch 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 we are unable to reach you.

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.

**By signing acceptance of the Terms & Conditions 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, Covid-19.
- 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

**COVID-19 Protocol & Procedures.**

The school's Covid-19 Protocol is available to download from the website [www.littlepeoplesplace.co.za](http://www.littlepeoplesplace.co.za)

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

**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.**

Toilet-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! **NO cellphones, smart-watches, and or any electronic communication devices will be permitted.**

## **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 @ 08h00 - 10h00 (separate classes for different age groups)
- Pottery – Thursdays @ 08h00
- Audio-Blox – Tuesdays & Wednesdays @ 08h00
- Mini-Music – Tuesdays @ 11h00
- Ballet – Wednesdays @ 11h00
- Dance Mouse – Wednesdays @ 11h30

## **11. BIRTHDAYS**

Please take note that we will ask one child to buy a present to the value of R350 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 each of the children in his/her class 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 accommodated.**

## **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 via email.** You are welcome to receive this letter via email or a hard copy. Please advise the school of your preference. PLEASE READ THE WEEKLY NEWSLETTER!



We request that no phone calls to the school are made during the work cycle between 08h30 – 14h30. Please send a WhatsApp message or email and we will attend to it at the earliest, most convenient time. If you need to contact us please phone between 10h30 and 12h30 or after 15h00. **Please use the landing number 012 998 3182 if there's no answer on the cellphone, especially during the afternoons.**

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

The school may 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. PARKING AREA**

Parking is available inside the school premises. Please do not park in front of the garages. Please use the marked parking areas inside. The outside parking area is only for deliveries and visitors. The gate operates on a number plate recognition, access control camera.

Please clear the parking area as soon as possible, especially during peak times!

**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.

**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 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.**

Please sign acceptance of these Terms & Conditions on your child's registration form.