

## **ACCOUNT DETAILS**

### **FNB**

**ACC NAME:** House of Knowledge

**ACC TYPE :** Cheque acc

**ACC NUMBER :** 62395387692

**BRANCH :** FNB , Symphony Walk

**CODE :** 25004000

**REFERENCE :** Child's Name and Surname

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**INSTAGRAM : HOUSEOFKNOWLEDGE**

# HOUSE OF KNOWLEDGE MONTESSORI PRE-SCHOOL

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## PARENT HANDBOOK

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## WHO IS MARIA MONTESSORI?

**Maria Montessori** (1870 - 1952), was the first woman in Italy to receive a medical degree. She worked in the fields of psychiatry, education and anthropology. She believed that each child is born with a unique potential to be revealed, rather than as a "blank slate" waiting to be written upon.

Her main contributions to educating and raising children include:

- Preparing the most natural and life supporting environment for the child
- Observing the child living freely in this environment
- Continually adapting the environment in order that the child may fulfil his greatest potential - physically, mentally, emotionally, and spiritually.

Maria Montessori developed a teaching program that enabled 'defective' children to read and write. She sought to teach them skills not solely through repetition, but through working on exercises that prepare them to learn skills. Continuous work on these exercises would then lead them to the skills: Looking becomes reading; touching becomes writing.

The success of her method then caused her to ask questions of 'normal' education and the ways in which it failed children. Maria Montessori had the chance to test her programme and ideas with the establishment of the first Casa dei Bambini (Children's house or household) in Rome in 1907, taking charge of fifty poor children of the dirty, desolate streets of the San Lorenzo slum on the outskirts of Rome.

This house and those that followed were designed to provide a good environment for children to live and learn. An emphasis was placed on self-determination and self-realization. This entailed developing a concern for others and discipline and to do this children engaged in exercises de la vie pratique (exercise in daily living). These and other exercises were to function like a ladder - allowing the child to pick up the challenge and to judge their progress.

The news of the unprecedented success of her work in this Casa dei Bambini soon spread around the world. Dr. Montessori was as astonished as anyone at the realized potential of these children:

*"Supposing I said there was a planet without schools or teachers, study was unknown, and yet the inhabitants - doing nothing but living and walking about - came to know all things, to carry in their minds the whole of learning: would you not think I was romancing? Well, just this, which seems so fanciful as to be nothing but the invention of a fertile imagination, is a reality. It is the child's way of learning. This is the path he follows. He learns everything without knowing he is learning it, and in doing so passes little from the unconscious to the conscious, treading always in the paths of joy and love."*

### **Around the world**

Invited to the USA by Alexander Graham Bell, Thomas Edison, and others, Dr. Montessori spoke at Carnegie Hall in 1915. She was invited to set up a classroom at the Panama-Pacific Exposition in San Francisco, where spectators watched twenty-one children, all-new to this Montessori Method, behind a glass wall for four months. The only two gold medals awarded for education went to this class, and the education of young children was altered forever.

During World War II Dr. Montessori was forced into exile from Italy because of her anti-fascist views and lived and worked in India. Her concern with education for peace intensified and she was twice nominated for the Nobel Peace Prize. Since her death interests in Dr. Montessori's methods have continued to spread throughout the world. Her message to those who emulated her was always to turn one's attention to the child, to "follow the child". It is because of this basic tenet, and the observation guidelines left by her, that Dr. Montessori's ideas will never become obsolete.

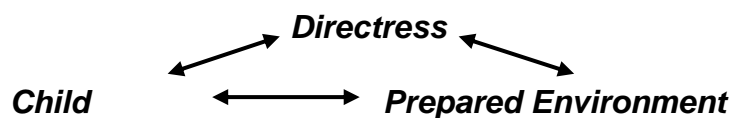
## WHAT IS THE MONTESSORI METHOD

### HOW THE MONTESSORI METHOD WORKS

*"I have studied the child. I have taken what the child has given me and expressed it and that is what is called the Montessori Method."*

The Montessori approach was designed to help children grow by letting them explore the world around them. Classrooms are called "prepared environments" where children's inner soul for learning is encouraged allowing them opportunities to choose among an array of purposeful activities to work on with the guidance of a trained adult.

Through Montessori work, children are able to develop concentration and self-discipline by following the work process outlined by the teacher, also called the "Directress". Children progress at their own pace, according to their capabilities and inclinations.



A unique element of the Montessori program which sets it apart from traditional teaching methods is the "decentralization of the teacher". Rather than being the centre of attention in a classroom, the teacher's task is to observe and to intervene from the sidelines, essentially the 'keeper' of the environment, letting children get on with their activities, guiding and intervening only when necessary.

The Montessori program has the following activities:

#### PRACTICAL LIFE EXERCISES

Practical Life exercises teach children to care for themselves, for others, and for the environment. They involve a wide variety of activities such as carrying objects, walking, polishing, sweeping, dusting, lacing, mainly activities that are done in day to day living. It is divided into four major areas namely: movement, care of self, care of environment, and grace and courtesy.

These activities are Montessori's response to the child's need for movement, order, independence, among many others; they are basic activities that enable the child to explore his environment and eventually make him one with it.

Through practical life exercises, he learns to refine his movements, becomes conscious of his body and of what his body can do. He learns how to move and act in a socially accepted manner, thus helping him in his task of adaptation. He learns the ways of social living and becomes comfortable and confident in his society.

These exercises also teach the child to complete a task following a step-by-step procedure. This sequential ordering of tasks prepares him for the logical task that awaits him in mathematics. Likewise, activities in these areas are presented in isolation in order to help the child focus his attention only on a particular task.

#### SENSORIAL EXERCISES

Sensorial Materials provide "training of the senses". They teach children about colour, shape, sound, dimension, surface, texture, weight, temperature and form.

It is through contact and exploration of the environment that the child acquires his store of knowledge and ideas that are necessary for his functioning in society. He has a need to touch, to explore and manipulate. The sensorial materials provide the child an opportunity to rediscover his environment in a more precise and organized manner. The exercises will not improve the senses but rather refine their use.

## **LANGUAGE**

Language is not taught to a child. It is something that develops within the child, a faculty acquired simply by living around people that speak. "Children live with people who speak, so naturally they come to speak themselves."

A child, in his early years, simply absorbs a language unconsciously. His mental mechanism is such that he is able to bring the totality of his mother tongue, with all its aspects, into a whole language and apply it with such ease.

The Montessori Method provides the child with the words in order to help him better express himself, providing him with an environment of "speaking people", and with the tools for intelligent and correct speech.

Using objects familiar to the child facilitates beginning reading. The child is given exercises with reading cards to provide opportunity for practice in reading. As the child goes on, he is presented with words with increasing difficulty. He is thus prepared for exercises like labelling objects in the environment and work with nomenclature cards.

The child is then presented with exercises that introduce him to the function of words in a sentence. Exercises in sentence analysis provide the child with the opportunity to practice identifying the functions of words and how they relate to each other in a sentence. Language exercises prepare the child to move on to further work in grammar and syntax; progressing towards creative writing and total reading.

## **MATHEMATICS**

The mathematics materials help the child learn and understand mathematical concepts by working with concrete materials. It uses a general approach of introduction, practice and application.

The Montessori Number Work Progression is divided into 6 major parts namely:

- Introduction to Numbers 0 to 10
- Introduction to the Decimal System
- Work with teens and tens
- Memory Work
- Passage to Abstraction
- Fractions

With mathematics, the child moves from a concrete impression to an understanding of abstract mathematical concepts, this enables him to mentally perform mathematical operations on paper with understanding and ease.

## **CULTURAL EXTENSIONS**

Geography, History, Biology, Botany, Zoology, Art and Music are presented as extensions of the sensorial and language activities. Children learn about other cultures past and present, and this allows their innate respect and love for their environment to flourish, creating a sense of solidarity with the global human family and its habitat.

## ***LANGUAGE POLICY***

The Language of Instruction is English

The first Additional Language is Afrikaans

Languages taught in the school reflect the learner-communities home languages, and policy may be adapted where necessary.

## ***MISSION STATEMENT***

House of Knowledge will provide a secure, caring and stimulating environment where children are treated as individuals and feel respected, valued and confident. We strive to allow each child to experience the excitement of learning by himself and helping the child perfect his or her natural tools for learning, so that the child's abilities will be maximized for future learning situations. The Montessori Method is not for the child to listen to words but the experiences learnt in the classroom spontaneously.

## ***GOALS AND OBJECTIVES***

At House of Knowledge we aim to achieve the following goals:

1. The development of the child according to their needs and potential
2. Achievement of self-discipline, confidence and self-esteem
3. The child's growth of independence and initiative
4. The developmental skills of muscular control and movement
5. Spontaneous learning and creativity
6. The learning ability from concrete to abstract
7. The training of the child's social skills and qualities
8. The understanding of the environment and all living things
9. Teaching-learning situations which is developed by the children teaching each other and guided by the teachers observations of the individual needs of the children

## DAILY PROGRAMME

### 6 MONTHS – 3 YEARS

06:30 -7:45	ARRIVE	PARENT DROP-OFF
7:00 – 8:00	BREAKFAST	PARENTS REQUEST
8:00 – 11:00	3 HOUR WORK CYCLE	WORK TIME
		NAPPY CHANGE/TOILET ROUTINE
		GROUP SNACK AT 10:30
11:00 – 11:30	OUTSIDE PLAY	JUNGLE GYM
11:30 – 11:45	CLEAN UP	NAPPY CHANGE / TOILET ROUTINE
		WASH HANDS & GET READY FOR LUNCH
11:45 – 12:00	CIRCLE TIME	STORY TIME / DAILY TOPIC
		RHYMES / SING SONGS
12 :00 – 12:30	LUNCH	DAILY COOKED MEAL
12:30	HOME TIME	
<b>AFTERCARE</b>		
12:30 – 13:00	CLEAN UP	NAPPY CHANGE /TOILET ROUTINE
13:15 : 14:30	NAP TIME	
14:30 – 15:00	CLEAN UP	NAPPY CHANGE / TILET ROUTINE
15:00 – 16:00	SNACK	BISCUITS FRUIT JUICE
16:00 – 17:30	FREE WORK /PLAY	OUTDOOR / INDOOR PLAY TIME
17:30 – 18:00	SCHOOL CLOSES	

### **OPTIONAL EXTRA**

The following will incur additional costs per month / term :

**Little Mermaids Swim school** – Rushana 021 393 6592

**Sports Hub** – Zubair Abrahams 072 950 2464

**Madrassah** – Noorun-Nisaa 079 976 9373

**Helen O' Grady Drama Academy** – Michelle 021 674 7478



## DAILY PROGRAMME

### 3 – 6 YEARS

06:30 -7:45	ARRIVE	PARENT DROP-OFF
7:00 – 8:00	BREAKFAST	PARENTS REQUEST
8:00 – 11:00	3 HOUR WORK CYCLE	WORK TIME
		TOILET ROUTINE
		INDIVIDUAL /GROUP SNACK AS OF 10:30
11:00 – 11:30	CIRCLE TIME	STORY TIME / DAILY TOPIC
		RHYMES / SING SONGS
11:30 – 12:00	OUTSIDE PLAY	JUNGLE GYM
12:00 – 12:15	CLEAN UP	TOILET ROUTINE
		WASH HANDS & GET READY FOR LUNCH
12:15 – 12:45	LUNCH	DAILY COOKED MEAL
12:45	HOME TIME	
<b>AFTERCARE</b>		
12:30 – 13:00	CLEAN UP	NAPPY CHANGE /TOILET ROUTINE
13:15 : 14:30	NAP TIME	
14:30 – 15:00	CLEAN UP	NAPPY CHANGE / TOILET ROUTINE
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## **INFANT CARE REQUIREMENTS LIST**

### **6 – 18 Months**

<b><u>DAILY</u></b>	<b><u>MONTHLY</u></b>	<b><u>BEDDING</u></b>
<ul style="list-style-type: none"><li>● 3 x extra sets of clothing</li><li>● 3-4 x bibs</li><li>● 1 x juice/water bottle</li><li>● 1 x milk bottle</li><li>● 1 x teegel –for teething babies</li><li>● 1x yoghurt</li><li>● Biscuits (optional)</li></ul>	<ul style="list-style-type: none"><li>● 2 x wet wipes</li><li>● 1 x bottle milton</li><li>● 2x tin powder milk</li><li>● 2- 3x boxes baby cereal</li><li>● 1-2 x packs nappies</li><li>● Nappy rash cream</li></ul>	<ul style="list-style-type: none"><li>● 1 x cot sized fitted sheet</li><li>● 1x blanket</li><li>● 1x pillow with cover</li></ul>

### **TO BE LEFT AT SCHOOL**

A small toiletry bag containing the following :

- 1x face cloth
- 1 x bath/baby towel
- 1x baby shampoo
- 1x baby soap
- 1x baby powder
- 1x baby cream
- baby brush

**\*PLEASE LABEL ALL BELONGINGS**

**\*\*NB!! This is based on an average child. You will be notified on when new things are needed\***

## **REQUIREMENTS:TODDLERS (18-3 YEARS)**

### **Daily**

- 1 x bottle – juice/milk
- 4-6 nappies
- Nappy cream /powder
- Healthy snack (easy to open & eat)
- 1 x fruit (snack time)
- 2 x change of clothing
- Sun hat – for summer
- Wellingtons for winter (outdoors)

### **Supplies :**

- 6 x 1lt milk (if having breakfast) - Box milk ONLY!!
- 1 x box cereal (if having breakfast)
- 3 x wet wipes
- 2 x box tissues (POP-UP ONLY)
- 4 x toilet rolls (SINGLE PLY)

### **AFTERCARE**

- Snack provisions – Marie biscuits
  - 1 x Healthy spread – Jam / Peanut butter / Melrose
  - (NO CHOCOLATE SPREADS)

**PLEASE NOTE PARENTS WILL BE INFORMED DURING THE COURSE OF THE YEAR SHOULD WE REQUIRE ANY MORE SUPPLIES.**

**NB!! Please mark all items clearly with child's name & surname**

**NO SWEETS, FIZZY DRINKS OR CHIPS ALLOWED!!!**

## **REQUIREMENTS: Preschool (3-6 years)**

### **Daily**

- Healthy snack (yoghurt, bread, crackers etc)
- Juice/water ( easy to drink bottle)
- 1 x fruit (snack time)
- 1 x change of clothing
- Sun hat – for summer
- Wellingtons for winter (outdoors)

### **Supplies :**

- 6 x 1lt milk (if having breakfast) - Box milk ONLY!!
- 1 x box cereal (if having breakfast)
- 3 x wet wipes
- 2 x box tissues (POP-UP ONLY)
- 4 x toilet rolls (SINGLE PLY)

### **AFTERCARE**

- Snack provisions – Marie biscuits
  - 1 x Healthy spread – Jam / Peanut butter / Melrose
  - (NO CHOCOLATE SPREADS)

**PLEASE NOTE PARENTS WILL BE INFORMED DURING THE COURSE OF THE YEAR SHOULD WE REQUIRE ANY MORE SUPPLIES.**

**NB!! Please mark all items clearly with child's name & surname**

**NO SWEETS, FIZZY DRINKS OR CHIPS ALLOWED!!!**

## ***STATIONARY LIST: 18 MONTHS -6 YEAR OLDS***

### ***To be sent once while at House of Knowledge***

- 1 x colouring pencils
- 1 x wax crayons
- 1 x glue stick
- 2 x pencils (HB)
- 1 x A5 book (to be covered & clearly marked –message book) (when needed)
- 1 x A4 carry folder ( clearly marked)
- Plastic apron

### ***AFTERCARE***

- Small blanket
- Pillow (optional)

**NB!! Please mark all items clearly with child's name & surname**

## **FEES**

- A once off placement fee of R500 per child is payable on enrolment of child
- Registration fee of R300 , payable annually
- **Monthly fees for 2022/2023**
  - School fees ( 06:30 – 12:30 ) R1400 p/child
  - Aftercare fees ( 12:30 – 18:00 ) R350 p/child
  - Madrassah R80 p/child (optional)
- School fees includes lunch
- Fees are payable monthly , by the 30 / 31<sup>st</sup> of each month
- Fees are paid in full regardless of absenteeism for any reason
- One month written notice is to be given , if you wish to remove your child from House of Knowledge Montessori Preschool

### **OPTIONAL EXTRAS:**

- Extra murals – enquire at school
- All excursions/outings which have been scheduled for the academic year. This fees is due 1 week before the excursion takes place.

We, the undersigned have read & understood the above conditions and agree to obey the policies & procedures of Beitul Ielm - House of Knowledge Montessori Preschool

.....  
PARENT / GUARDIAN SIGNATURE

.....  
DATE

.....  
PARENT / GUARDIAN SIGNATURE

.....  
DATE

.....  
PRINCIPAL/DIRECTRESS SIGNATURE

.....  
DATE

## MEALS

**ALL MEALS ARE STRICTLY HALAAL.**

**PLEASE REFRAIN FROM PACKING IN ANY NON HALAAL ITEMS AS CHILDREN ARE MOST LIKELY TO SHARE THEIR FOOD AMONGST EACH OTHER.**

### **BREAKFAST**

Breakfast is served daily between 7:00 - 8:00 if requested by parents. Breakfast will consist of Nutrifix or CornFlakes, served with hot/cold milk.

### **SNACKS**

All students must bring a morning snack and fruit every day. Snack time is between 10:30 – 11:30, this is an opportunity for the child to become independent, by helping themselves to their own snack. Please bear this in mind when packing a healthy snack for your child.

Snack: sandwich, yoghurt, raisins, fruit sticks, veggie sticks, cheese, Cheddars, Tuc biscuits etc.

The fruit is for the class fruit bowl, which is cut & shared amongst all pupils for morning snack & afternoon snack.

### **LUNCH**

We provide a healthy, wholesome home-cooked meal daily for your child. Please state all food Allergies your child has on the Application Form. We will make every effort to accommodate your child's need.

Our 3 week menu is listed on page16 ; however meals can alternate at times.

### **AFTERCARE**

All full time students are expected to give the following for afternoon snack per term when requested.

- Snack provisions –/ Marie biscuits
  - 1 xHealthy spread – Jam / Peanut butter /melrose
  - (NO CHOCOLATE SPREADS)

***NO SWEETS, FIZZY DRINKS OR CHIPS ALLOWED!!!***

### 3 WEEK MEAL PLAN

<b>WEEK 1</b>	
<b>MONDAY</b>	COTTAGE PIE & VEGGIES
<b>TUESDAY</b>	SPAGHETTI BOLOGNAISE
<b>WEDNESDAY</b>	SUGAR BEANS FOOD SERVED WITH WHITE RICE
<b>THURSDAY</b>	FISH MEATBALLS SERVED WITH MASH
<b>FRIDAY</b>	CHICKEN STIRFRY WITH CARROT & CAULIFLOWER
<b>WEEK 2</b>	
<b>MONDAY</b>	CHICKEN STRIPS SERVED WITH SWEET CARROTS & POTATOE
<b>TUESDAY</b>	MINCE & PEAS MILD CURRY SERVED WITH WHITE RICE
<b>WEDNESDAY</b>	MACARONI & CHEESE
<b>THURSDAY</b>	CAULIFLOWER FOOD SERVED WITH WHITE RICE
<b>FRIDAY</b>	RED LENTILS (DHAL) SERVED WITH WHITE RICE
<b>WEEK 3</b>	
<b>MONDAY</b>	VEGETABLE SOUP SERVED WITH BREAD
<b>TUESDAY</b>	LENTILS FOOD WITH WHITE RICE
<b>WEDNESDAY</b>	TUNA MACARONI SERVED IN A CHEESY WHITE SAUCE
<b>THURSDAY</b>	CHICKEN ( CARROTS & PEAS ) SERVED WITH WHITE RICE
<b>FRIDAY</b>	MINCE & BAKED BEANS SERVED WITH WHITE RICE
 <i>*ALL FOODS IS STRICTLY HALAAL</i> <i>* MEALS CAN ALTERNATE AT TIMES</i>	



## **MEDICAL POLICY**

At House of Knowledge, we are unable to allow sick children to attend school. Alternative arrangements must be made for any child with any of the following symptoms:

- Sore throat
- Bad cough
- Vomiting
- Diarrhoea
- Jaundice
- Chickenpox
- Measles
- Mumps
- Any skin rash or
- Fever (+ 37.5C)

For the safety of other children and our staff, we ask that you contact us as soon as possible to inform us about any illness your child has / has been diagnosed with.

According to the law may no medication be brought to or administered at school. Any child requiring medication must remain at home until fully recovered. Vitamins & minerals will also not be administered to the students.

Before the commencement of each academic year, will a new medical form have to be completed and submitted.

All the floors are tiled / concreted, eliminating the possibility of infections. The bathrooms are equipped with child friendly toilets & basins to allow the child easy access.

## **ILLNESS POLICY**

*In the case of a child becoming ill at school; the following procedures will be done:*

- we will observe the child to see how severe the symptoms are
- If necessary, we will send the child to the sick bay, under the watchful eye of our principal or a staff member.
- If the child is unable to stay at school, we will contact the parents to make arrangements to send the child home.

## **FIRE**

- The staff are familiar with the schools drill procedure .These drills will be done on a monthly basis to ensure that the children understand and are able to do the drill.

## ARRIVE/ DEPARTURE

It is the responsibility of the Directress/Assistant in charge to ensure that the person collecting the child is authorised to do so.

Please let us know telephonically/personally if you are unable to collect your child, and are sending someone else instead.

Tips:

1. Say your goodbyes & make it quick
2. Give them a "time" when you will fetch them (after lunch / sleep time etc)
3. Do not linger in the classroom/school area – this will delay the goodbye process
4. It's ok to check on the child occasionally or ask the Directress to write a note in the child journal on his behaviour after you left.
5. DO NOT make school optional; let him/her know that it is important to go to school.

## ***EXCURSIONS***

During the year, we will undertake a number of planned educational excursions/outings. All excursions will be accompanied by the staff of House of Knowledge – Beitullelm.

All excursions/outings will require an indemnity form; completed, signed & handed in before the excursion is meant to take place. All children with outstanding slips will, unfortunately not be allowed to go on the outing. Excursions/Outings are an optional extra, and will need to be paid separate; we will do our best to keep the price as low as possible.

## ***EXTRA MURALS***

Please be aware that all extra mural activities are an optional extra and therefore not included in the school fees.

## **CLOTHING POLICY**

Please ensure that all items of the child are marked clearly with child's name & surname. All items (not marked) will be placed in the Lost & Found basket in the classroom.

Occasionally, children may dirty themselves; please ensure a clean change of clothes, including underwear is in his/her bag at all times. Shoes should be flexible and easy for your child to put on by him/herself.

NO character t-shirts, sandals or bags will be allowed. Please refrain from sending your kids with flip-flops.

Summer days: summer hat

Rainy days: wellingtons (rain boots), a woolly cap & raincoat

***SCHOOL UNIFORM ITEMS AVAILABLE TO ORDER AT THE SCHOOL'S OFFICE***

## ***DISCIPLINE***

All staff are trained to use various techniques to redirect a child's negative behaviour. These include:

- Encouragement
- Positive re-enforcement
- Conflict resolution
- Natural consequences of actions

A child unable/having difficulty in controlling his/her behaviour will be:

- Redirected
- Encouraged to speak about his/her feelings
- Directed to the thinking chair, until he/she feels better and more relaxed

## ***TIMEOUT/THINKING CHAIR***

Time out is used if a child still struggles to stay within the boundaries of the class. This is time away from the negative situation and is not intended as a punishment. It gives the child an opportunity to rethink and start afresh.

## ***INCIDENT REPORT POLICY***

If a child is injured at school, a detailed written incident report will be completed, and a copy sent to the parent. Depending on the severity of the incident, will parents be contacted and informed about the nature of the incident. Both copies of the report must be signed by the parent, to confirm the acknowledgment of the incident.

## ***PARENT COMMUNICATION***

Parents are to inform the school of changes to address contact, medical and personal details in writing. Communication of such changes is critical to us being able to contact a parent quickly, particularly in an emergency.

Parents are to respond to concerns addressed by the Directress and/or Principal with regard to medical, remedial, therapy and/or anti-social behavioural issues that may arise with regard to the child.

Please make appointments to see staff members after 13:00. Conversations during class hours are very disruptive to the children's routine. If an appointment cannot be kept, please inform the staff member in advance.

## **THE CHILD JOURNAL**

- Each child will need to have an A5 hardcover book. These journals need to be covered with paper & plastic. All journals should have a photograph of the child on the cover.

This is used as a first step in the communication process. Any concerns the parent or teacher may have must be noted in the journal. It is advised that the child's journal gets checked by a parent each and every day so that the parent can immediately pick up any communications left for the parent by the teacher.

All communications made in the journal must be acknowledged with a signature and/or comment from the recipient.

Such communications can be regarding anything from who is collecting the child from school, to queries about homework or reminders from the school to bring special items to school.

Journals are to be placed in the journal basket situated in each classroom every morning by the parent /student.

## ***EQUIPMENT***

If you find school equipment in your child's bag, please see that he/she returns it to the school. Our equipment is very expensive and difficult to replace, and often one tiny missing part destroys the purpose of the material completely.

## ***MEETING WITH DIRECTRESS &/OR PRINCIPAL***

Should the parent or the directress feel that a situation requires escalations as the communication methods above are insufficient, the parent /directress should then request a meeting. Either party may request that the principal be present at the meeting if they so wish.

Such meetings can be scheduled anytime after school between 13:00 – 18:00.

## ***GRIEVANCES***

Any grievances should be submitted to the Principal in writing.

Parents should seek the consent of the principal should they wish to solicit business from any members of the school staff or school's parents.

## ***BIRTHDAYS***

You are most welcome to send a birthday cake & juice for your child's birthday celebration.

If you would like to send a party bag , please ensure that it contains healthy things only

e.g. pretzels, raisins, fruit sticks, yoghurt, fruit , juice

**FIELD TRIP PERMISSION FORM**

I give my permission for my child, \_\_\_\_\_, to leave

\_\_\_\_\_ for supervised trips via car or public transportation to special places such as:

- The Public Library
- The Park
- Place of Interest
- Public Events

Restrictions on such trips for my child include:

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\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## ***PARENTS DECLARATION OF UNDERSTANDING***

Beitul Ielm– House of Knowledge Montessori preschool parent’s handbook describes & states important information regarding the school’s philosophy, policies and procedures.

I understand that I should consult the principal should I have any questions not answered in the handbook.

I acknowledge that house of knowledge reserves the right to make any changes to this book at any given time, and that all such changes will be communicated via notices. I understand that all such changes may replace, eliminate or modify existing policies.

I acknowledge that I have received the handbook and understand that it is my responsibility to read and comply with the policies contained in this handbook, and any changes made to it.

I agree that I will contact the school whenever:

- My child is ill and/or absent
- There is a change in any contact information / addresses
- Our medical emergency contact details has changed

CHILD NAME & SURNAME :

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.....	.....	.....
PARENT / GUARDIAN SIGNATURE	PARENT / GUARDIAN NAME (PRINT)	DATE

.....	.....	.....
PARENT / GUARDIAN SIGNATURE	PARENT / GUARDIAN NAME (PRINT)	DATE

.....	.....	.....
PARENT / GUARDIAN SIGNATURE	PARENT / GUARDIAN NAME (PRINT)	DATE