



## HeadStartMontessori Pre-Primary

### **Mission Statement**

Headstart Montessori Pre-School is a model, multicultural community, dedicated to promoting quality Montessori education for children from age two to six.

It aims to lead and guide children into becoming integrated, independent, fully functioning adults who will be instrumental in the future of our country

### **Our Vision:**

A great school rests on four pillars, cultivating in its pupils:

1. A passion for excellence in the things that they do and a joyful scholarship.
2. A deeply internalised set of core values that one lives by.
3. A sense of being part of the family of humanity - a global understanding.
4. And a commitment of service back to the community and to people known and not yet met.

***This is what we at Headstart are striving for - Help us to help your children.***



## **Admission Policy:**

The following admission policies and criteria have been designed to maximise the compatibility among selected pupils, their families and the school within the context of HeadStart's Montessori-based educational philosophy and values. The policies therefore take into account, not only evidence of a pupil's academic achievement, but the prospective pupil's and family's long-term commitment to developing the whole child and their commitment to a productive school-family partnership that will support such growth.

1. We practice a policy of non-discrimination relative to race, ethnicity, gender, religion and national origin regarding the receipt and review of applications for admission.
2. Admissions decisions require, and are made contingent upon receipt or completion of:  
All requested tests/assessments, if necessary.  
Screenings  
Pupil past records – from other pre-primary schools  
School visit of parents and where necessary child, for interviews  
Completion of any other form requested by the school
3. We respect the rights of privacy of all prospective pupils and their families, and honour the confidentiality of all reports, records, interview information, and any other information or materials obtained as part of the admission application process.
4. While embracing the philosophy that each child develops in a unique way and therefore welcome applications from a wide variety of pupils, we also recognise our limitations in meeting some highly complex or specialised learning needs. Our admissions procedure will therefore take into account our ability to accommodate particular pupil's needs without disruption to our programme as one factor when evaluating applicants for admission. Pupils who have special needs that fall within our ability to address may be accepted on a provisional basis, with additional stipulations (such as a requirement for a tutor or therapist assistant).
5. An Admissions Committee will make all decisions regarding admissions. Decisions will be based on a careful and comprehensive review by the committee of all submitted material, interviews, class visits etc. Admission decisions will be based on, but not restricted to the following:

### **Pre-primary child:**

- Is able to co-operate in a social group.
- Shows some respect for authority.
- Is independent in toileting skills.
- Is able to understand and follow school and classroom rules and guidelines.
- Demonstrates an eagerness to learn.
- Is developmentally functional in all aspects of daily school routine.



### **Families who:**

- Have or are willing to have a thorough understanding of and commitment to the Headstart Montessori philosophy and principles.
- Understand and have a commitment to long-term participation in the Montessori education process.
- Understand their role in partnering with the school, for example: volunteering, attending school meetings, supporting school functions, following the school's vision and growth.

Each application is totally dependent on the time of year, school activities, staff compliment, Head of School's agreement, team leader's opinion and agreements and adherence to the relevant conditions as above.

Headstart is a mixed ability, multi-grade Montessori school with a common curriculum, individualised, for all - with no streaming according to ability.

### **Registration Fee and Deposit**

There is a **R 4 000.00 Registration fee and a R 7 000.00 refundable deposit** for all new admissions. Parents are to provide the school with **one terms written notice** should they decide to withdraw their child from the school. **In the event that the school is provided with a terms written notice, the deposit of R 7 000.00 will be fully refunded. In the event that the school is not provided with a terms written notice the, parent will forfeit the R 7 000.00 Deposit.**

After completing and returning all necessary paperwork, together with the **R11 000.00 Registration Fee and Deposit**, you will be notified within 7 days as to whether or not your application was successful, and arrangements will be made for a follow-up interview and formal discussion about the needs of your child.

**If your application was unsuccessful, the Registration Fee and Deposit will be returned.**

If however, your child is offered a place and you decide against taking it, the Registration Fee is forfeited and only the Deposit will be refunded.

If the faculty and staff of Headstart feel that we would be unable to satisfactorily meet the academic, emotional or psychological needs of your child, we will graciously suggest another school that can possibly assist you.

### **Fee Structure & Payment Policy for the year 2015**

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1 Oak Avenue Craigavon Fourways  
P O Box 585 Fourways North  
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Proud member of ISASA

**Headstart is a private school that depends solely on the financial commitment from parents.**

**We have NO government subsidy of any kind. We depend on the enrolment fees to provide for the school property and its upgrading etc. and the monthly school fees for the day-to-day operating costs including directresses' salaries.**

**The school fees for January 2015 to December 2015 are as below:**

	<b>2015 MONT HLY fee</b>	<b>2015 TERM Fee</b>	<b>2015 ANNUA L Fee</b>
<b>Half day</b>	<b>R3 300</b>	<b>R13 200</b>	<b>R39 600</b>
<b>Full fay</b>	<b>R4 300</b>	<b>R17 200</b>	<b>R51 600</b>

### **Banking Details:**

#### **HS Montessori Pre-Primary Cc**

Bank: ABSA Bank  
Branch Code: 632005  
Account Number: 407 921 6505  
Your Reference: Childs Surname and Name

### **Withdrawal Policy**

The school reserves the right to ask a parent to remove a child from the school, whom the staffs believe is not benefiting from the method of education offered at Headstart.

This step will only be taken after consultation with the parents and attempts at resolving any problems are made.

We recognise that Montessori education is not always suitable for every family.

Suggestions will be made as to alternative schools.

In accordance with Board Policy, a one term's written notice must be given by either party when leaving the school, unless special circumstances arise. ***The parents are responsible for the fees corresponding to the notice period.***

### **Access Tags - (Additional Fee)**

Parents are able to purchase access tags for the main gate. **The access tags are R100.00 each, of which R50.00 is a deposit, refundable on return of the tag.** Each tag has a unique code that is linked to your child's name. If a tag is lost or stolen the school must be notified



immediately and that particular tag can be cancelled. Tags are available from the office.

### **Bi-Annual Stationery Fee - (Additional Fee)**

**Headstart has a bi-annual stationery fee of R250.00 per learner.** All paint, pencils, books, scissors, glue, paper, sunblock, toilet paper, tissues etc., is purchased from this stationery fee. The bi-annual stationery fee will be invoiced along with the January school fees as well as your June school fees. Please note that this is a compulsory fee that is applicable to all learners.

### **School hours:**

The school is open from **7.00am (not earlier)** until 13h30 for Half day children and 17h30 for full day children, summer and winter, five days a week. Half day children must be collected by **13h30, and full day children must be collected by 17h30.** Late collections will be charged to the parents account at a fee of R50.00 per half hour or part thereof.

Extra murals will be held Monday to Friday between 11:30 and 13:30. Should the need arise; additional extra murals will take place in the afternoons.

### **School Terms:**

Headstart Montessori follows the ISASA Central Region three-term calendar as requested by our parent body.

### **Term Dates for 2015 -**

#### **Term 1**

Start: Wednesday 14 January  
Close: Friday 17 April

Half term: Thursday 26 February – Tuesday 3 March

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## Term 2

Start: Tuesday 5 May  
Close: Friday 7 August

Half term: Friday 28 June – Monday 6 July

## Term 3

Start: Tuesday 8 September  
Close: Friday 4 December

Half term: Thursday 22 October – Tuesday 27 October

## **Discipline**

At Headstart, discipline is a positive factor aimed at assisting the developing child reach the goal of self-discipline. The school has an extensive discipline policy that is implemented throughout the school in a positive manner. Briefly:

No corporal punishment is ever administered. It is unseemly, demeaning and unconstitutional.

The word 'isolation' is a word that may be used in the school when removing the child from a situation in which he or she is not coping, in order to assist the child towards self-discipline. However, a child is never isolated from the group!

The child is only removed from the situation, not to another room or even a particular place. It allows the child to calm him or herself at which time he or she may re-join the group/class.

Because we believe in providing a dynamic, rich learning environment, full of hands-on manipulatives, we consider it impossible for boredom to arise that is often the reason for disciplinary problems.

If an incident occurs at the school that the respective team leader and/or the Head of School deems to be a serious breach of school rules – parents will be contacted to allow for a united plan of action to be instituted.

No child will be made to feel different or special because of his/her educational needs.

We believe that all children can learn and develop to their highest potential, given the right circumstances and environment.

When necessary, a written 'prescription', to aid this potential, will be formalised with the entire teaching team and the Head of School. Regular reviews and feedback will be given to parents.

## **Assessment / Evaluation**



In learner-centred education, assessments are made in several ways:

On a continual basis to identify progress and level of competency of an individual by means of informal observations, reference to lesson plans etc.

They are also used to evaluate the teaching method and relevance of the programme to the individual learner.

One-on-one discussions between the teacher and the child, using the lessons plans of the teacher and the work of the student are held to compare predicted progress with actual progress.

Summarised assessments will be given during the year, but no grades, comparisons or 'places in classes will be used. This is in the form of a written report.

Information will be given to parents and also shared with the pupils to assist in developing their responsibility for their own learning.

Parent-teacher conferences will be individually scheduled twice a year. Written reports will be issued at the end of the academic year.

### **Uniforms and Dress code**

There is no uniform for the pre-primary class although a Headstart T-shirts, long-sleeve shirts, golf shirts, jackets and sun hats are available to order.

Due to the 'no fantasy' policy in the pre-primary cycle we would really appreciate it if the parents co-operated by ensuring that their child does not come to school wearing **any** form of super-hero clothing. The wearing of such clothes often precludes genuine non-adult enforced, creative, imaginative play.

Parental Involvement:

Headstart is a community with parents, children and staff working together for the good of the pupils. We are all part of the same team. It is clear that the more extensive the parent involvement, the higher the pupil achievement. Where parents are involved, pupils achieve more, regardless of socio-economic status or ethnic/racial background.

To achieve 'Excellence in Education' we need to all co-operate with each other, forge a strong community bond and communicate back and forth constantly

### **Parent/teacher communication**

***Please try and refrain from trying to speak to the teachers during class times, they are busy with your children. However, you may leave a message if needed.***



Communication between home and school is very important so please do not hesitate to write a note to the teacher or the principal on any subject.

Headstart encourages parental involvement and observations in the school. In this way you will discover how your child learns. The only restriction we make is that you phone first for an appointment, just to ensure that there are not too many 'new' adults in the environment at the same time.

Volunteer classroom help by parents and grandparents is welcomed. Please liaise with the teachers.

Any organization has lines of communication that will allow a person to receive the most accurate information in the shortest time available.

Headstart is such an institution.

If you have a question about general educational matters, ask the Head of School. The Head of School sets the overall Montessori educational principles and standards.

We always try and send new letters and any/all correspondence out via e-mail.

Please find out the facts about a situation before angrily confronting the school!

Children do not always tell the truth, they may have a different perception of the truth; they may want to get someone else into trouble; they might be frightened of reactions. Please take time to find out the entire story.

*Let us work together.*

### **Absences/Illnesses**

We would appreciate it if your child came to school on a regular basis. Please schedule any appointments with doctors, dentists or specialist after schools hours if possible.

If your child is ill, please let the school know as soon as possible, particularly if it is an infectious illness.

### **To ensure that we maintain respect for all the children and staff in our school the following principles will be adhered to at all times:**

1. No sick children will be allowed to be at school, the school's decision as to whether or not a child is well enough to be at school will be final. A Directress who works with a child day in, day out has a good sense of when a child is well enough to be at school (in a similar way to which we as parents make judgments around this)





2. It is not the school's responsibility to look after sick children; it is the parent's responsibility to ensure that they have adequate support in place to deal with sick children.
3. It is the responsibility of the school to notify parents of sick children, parents must then collect their child within a reasonable period, the school's decision regarding whether or not a child is too sick to be at school is final, unless otherwise proven by a qualified Medical Doctor.
4. Parents have a responsibility to ensure that they, or within their nominated list of contacts, are contactable whilst their children are at school.
5. The school will keep all parents updated on unusual outbreaks of illnesses.
6. **The school will administer NO medication** with some obvious exceptions relating to allergies and chronic medication (diabetics for example) or high fever.
7. Children on antibiotics should not attend school until they have finished their medication.
8. A doctor's letter is required, to re-admit following serious and contagious illnesses.
9. If your child is allergic to anything, make sure that you give detailed instructions to the staff.
10. In the case of a long absence due to illness, arrangements will be made for your child to be given extra assistance in 'catching up' the lost time.

### **Special Instructions**

If you ever have any special instructions, for example: a change in the person fetching your child from school, or the fact that your child is allowed to walk home. Please contact the school telephonically or by sending a signed note - it ensures that no misunderstandings occur.

### **Lunches and Snacks**

HeadStart provides a mid-morning snack however; parents are to pack in lunch for their children for the 11h00 lunch break.

Our full day children will get a cooked lunch at 13h30 and a mid afternoon snack, provided by the school.

### **Birthday Policies**

Birthdays, when culturally or religiously acceptable, remain a highlight of a child's year at school. We will always celebrate a birthday as a community event, with the 'birthday child' being feted and made to feel special.



**If you would like to share in this celebration by donating a book to the school that would be permanently inscribed with your child's name that would be greatly appreciated.**

Please liaise with the Head of School if you would like to supply the snack for your child's birthday.

### **List of Requirements for each child**

***All articles to be clearly marked with your child's name!***

- ❖ Hat - to wear outside. If your child does not bring a hat to school, he/she may not play outside. This should be of the large brim, floppy type, not a cap. **Headstart will provide your child with our school cap upon registration.**
- ❖ Bag - medium (to fit in his/her drawer), to put all their bits and pieces in to take home. Try and find a bag that your child can open and close.
- ❖ Change of clothes - accidents happen! Please include a complete change of clothes, even for older pre-primary children; someone may spill water on them!

We respectfully ask that no child brings any toys to school, they break, get lost, get given to friends, get swapped, and we cannot control them.

If your child does bring a toy to school we will not take any responsibility for them whatsoever.

#### **Spectacles etc.:**

If your child has to wear glasses, a plate for their mouth or any other medical device, please make sure that the teacher knows, when and where and how they should be correctly used.

**The school cannot take responsibility for any accidental loss or damage to such a device, although we will if made aware that the child has such a device (or pair) and should be wearing/using them during school hours, endeavour, to the best of our ability, keep track of them.**

### **Respect**

Headstart Montessori Pre-School is built on a foundation of mutual respect. This is the basis of our community. No community can exist without respect.

1. The **staff** show the **children** respect in the way they speak to them and the way in which each child is seen and worked with on an individual basis. Our classrooms are multi-cultural, multi-lingual environments in which each child and teacher is an equally accepted and respected member.



2. The children are encouraged to respect each other. The school actively discourages any form of physical or verbal abuse, however minor it may appear, pushing, hitting, teasing, name-calling, gossiping or bullying. We have ethic and peace-making sessions and lessons that are regularly taught and practiced to help overcome any situation. We will deal swiftly and firmly with any child who contravenes this policy when it is brought to our attention.
3. The **staff** members of Headstart Montessori Pre-School are professionals who will go out of their way to display a respectful attitude towards **parents** at all times, inside and outside of the school property.

Because of all of the above,

4. The parents must also reflect this policy of respect when speaking to or about any of the staff members or even their own or other children, whether this occurs on the school property or at social occasions.

If parents are not respectful when discussing a teacher or another child within the hearing of their own child, it becomes almost impossible for their child to be respectful in class. This could cause your child some problems in school.

5. If a child and/or family continuously and/or flagrantly contravene the basic policy of respect, our community is broken-down and obviously our school and what it stands for is not what that family wants. The school will then be forced to take steps to re-build our community.

### **Personal Property**

Montessori schools worldwide spend hours teaching responsibility and accountability from an early age (we start in the pre-primary class).

1. If all of your child's property (clothing, lunch boxes, school bags, caps etc.) is clearly marked – it will rarely get lost. If it is found anywhere on the school grounds, it will be returned together with a lecture on accountability! We cannot return anything to the correct child if it is NOT clearly marked. We will still endeavour to find the owner but it becomes more difficult.
2. If your child arrives home with something that is clearly NOT his or her property, please return it to the school. It was most probably taken by mistake, but it could be very upsetting to the child who has misplaced the item.
3. Montessori schools have some very unique equipment and pieces/parts of it occasionally find their way to your home by way of a pocket or school bag – please just return them. Incomplete material cannot be



used and may entail the school having to replace an entire set at great expense.

4. If you allow your child to bring a toy, book, game, football or anything else that is not an active part of your child's classroom lessons and does not have the approval and knowledge of the class team leader - the school cannot be held responsible for it being lost, stolen, broken or misplaced even if marked with the owner's name. If every child brought something to school every day - the teachers would have no time to assist your child's learning.  
Please support the school when they ask your child not to bring toys to school.

