



SCHOOL PROSPECTUS

What is Montessori? "Learning to love to learn"

Briefly, it is a system of education in both the philosophy of child growth and a rationale for guiding such growth. It is based on the child's developmental needs for freedom within limits and a carefully prepared environment that guarantees exposure to materials and experience through which to develop intelligence as well as physical and psychological abilities. It is designed to take full advantage of the self-motivation and the unique ability of young children to develop their own capabilities. Children need adults to expose them to the possibilities of their lives, but the children themselves must direct their responses to those possibilities.

Our philosophy as Montessori educators is to strive to develop the self-esteem of each individual child. What Montessori refers to, as a 'normalised child' is a child that has a degree of self-confidence, who recognises his own worth and appreciates his shortcomings. When interested, a child becomes self-motivated. Self-motivation leads to becoming self-disciplined. When self-disciplined, a child engages in a process of mastering learning and develops their potential.

The basis of the method is the viewpoint that each child has an innate desire to learn. The prerequisite to learning taking place is the existence of a prepared environment where the child can be directed to 'work' and learn.

- Intellectually we strive to develop the child's understanding of academic subjects at his individual pace and so structure the learning environment to meet the needs of many children at different levels.
- Socially, we strive to assist the child to interact with others with assertiveness, confidence and compassion.
- Conflict resolution is attended to on a daily basis.
- The environment is structured to satisfy their curiosity and thirst for knowledge.
- It is a unique cycle of learning designed to take advantage of the child's sensitive years of learning when they can absorb information from an enriched environment.
- A child who acquires the basic skills of reading and maths in this natural way has the advantage of beginning their education without drudgery, boredom and discouragement.
- Montessori education is built on the understanding that:
 - Children are to be respected as different from adults and as individuals who differ from each other.
 - Children possess unusual sensitivity and mental powers for absorbing and learning from their environment.
 - The most important years of growth are the first six years of life, when unconscious learning is gradually brought to conscious level.
 - Children have a deep love and need for purposeful work. The child works, however, not as an adult for profit and completion of a job, but for the sake of the activity itself. It is this activity, which accomplishes the most important goal for the child, the development of their mental, physical and psychological needs. By pursuing their individual interests in a Montessori classroom, children gain an early enthusiasm, or love of learning, which is the key to becoming a truly educated person.

What are the advantages of this method?

- Montessori children have high levels of motivation, self-discipline, independence and confidence, which help them to reach their full potential.
- As each class has an excellent teacher/learner ratio, children get individually presented exercises and assistance.
- Emphasis on the development of emotional intelligence (EQ), as opposed to just intellectual intelligence (IQ), this method of education embodies these principles.

- Dr Montessori pioneered this method, and which has stood the test of time and is now internationally recognized and offered in numerous countries.
- The basis of the method is the belief that children have an innate desire for knowledge and that the child will function optimally in an environment specially prepared for his education where the Teacher will only guide the learning process.
- Great emphasis is placed on respect for the child, no matter how small, respect for others and respect for the environment. The aim is for the child to be motivated and disciplined from within.
- Mixed Age Classrooms (Vertical Grouping) and the benefits:
 - Montessori classes are separated into 3-year cycles so that the child is placed with others in a classroom of peers that are in the same developmental stage as they are.
 - Younger children learn from older children through observation.
 - Older children can present work to younger children. This benefits the younger child and the older child's sense of self-esteem and competence is enhanced.
 - The daily interaction between the older and younger children give them the advantage of observing conflict resolution and other social skills at their level of understanding and stage development.
 - Older children learn tolerance and patience with the younger children and begin to see themselves as role models. The younger children in turn look up to the older children and turn to them for guidance and help.
 - Children work at their own pace and are not pressured to achieve what others in their age group are achieving. This benefits the child who needs more time to consolidate information and skills but gives the child who is ready to move onto more advanced work the opportunity to do so.
 - A sense of community is enhanced, where everyone plays a role in the smooth running of the class.
 - The behaviours that frustrate us as parents (like children refusing to put things away), often don't present themselves in the classroom where the peer group quickly step in and correct the issue. This is done in such a way that the child doesn't feel like they are being reprimanded and easily comply.

Comparison between Montessori and Traditional Schools

MONTESSORI	TRADITIONAL
Child chooses the material to work with	Teacher tells the child what to work with
Child sets his own work pace	Teacher sets the pace
Child is free to discover on his own	Teacher guides the child
Emphasis is on the concrete learning leading to abstract learning	Emphasis is on the abstract learning
Reality orientated	Much role-play and fantasy
Specific places for materials – sense of order	Random placement – no specific place
Child-centred learning environment	Teacher-centred environment
Child provides own stimulus	Teacher provides stimuli to learning
Self-education through self-correcting materials	Use of reward and punishment in motivation
Recognition of sensitive periods of learning	All children are treated alike
Multi-sensory materials designed to develop specific skills	Play materials for non-specific skills
Children allowed freedom of movement	Rigid rules to sit in designated places
Freedom to speak (without disturbing others)	Silence is on many occasions enforced
Teacher's part is to guide the child to independence of thought and actions	Teacher does all and child is forced to follow
Disorderly conduct in class is regarded as a solvable problem and ways will be sought to correct manner	Children are punished even if fault lies at the teacher's incapability in stimulating children
Working and learning matched to the social development of the child	Working and learning without emphasis on social development
Multi-age classrooms: vertical grouping, e.g. ages 4 – 18 months, 18 months – 3, 3 – 6 years in one class	Single-graded classrooms – no interaction with younger or older children
Written assessment, skills checklists, mastery benchmarks	Product-focused report cards

Are Montessori Children Successful Later in Life?

Research studies show that Montessori children are well prepared for later life academically, socially and emotionally. Montessori children are ranked above average on such criteria as: following directions, turning in work on time, listening attentively, using basic skills, showing responsibility, asking provocative questions, showing enthusiasm for learning and adapting to new situations.

Interestingly the two men who started and own the Google Search Engine on the Internet are Montessori children and attribute their success to the Montessori start they had in life, more can be read on this in their book 'The Google story'.

'We see so many differences between children who have gone through both traditional and Montessori ways of teaching. Children who go to a Montessori schools are more confident, orderly, focused, coordinated, an independent than children who have gone through traditional preschool. They are great problem solvers adaptable and learn to make decisions at an early age'. – Research from a teacher who taught at both schools.

"You may be interested to know that Montessori is sometimes known as the "school for entrepreneurs." This is because this highly unusual approach encourages children to be independent, resourceful, and self-motivated. It teaches children to think for themselves, to think outside of the box, and to think about others. Unlike traditional schools, which drill children to memorize information and give it back on demand, Montessori teaches children to become joyful scholars and innovators, traits not loved in authoritarian schools, but highly admired in some circles of enterprise. "From Tim Seldin – Montessori International Foundation Survey.

What we offer

- Holistic education that aims to meet the needs of the learners academically, physically and emotionally.
- The prepared environment contains Montessori didactic equipment which allows concrete experiences of concepts.
- We encourage understanding through a questioning mind.
- Classes are small and consist of a mixed age group, fostering a community spirit and ensuring that the needs of every child are met.
- Extra-murals are offered as part of the curriculum to all the children: Fitkidz, Wiggle & Jam Music, Baking, Art

Example of Daily Schedule

07:00- 08:00	Arrive at school
07:50 - 08:00	Wash hands
08:00 - 08:20	Breakfast
08:20 - 08:30	Wash hands
08:30 - 10:15	Work Routine
10:15 - 10:30	Wash hands
10:30 - 10:45	Morning Snack
10:45 - 11:45	Play Time / Group Class Time
11:45 - 12:00	Story / Music Time
12:00 -12:10	Wash hands
12:10 - 12:30	Lunch
12:45- 14:00	Afternoon Sleep time or
12:45 - 15:00	Play Time
15:00 - 15:10	Wash hands
15:10 - 15:30	Afternoon Snack
15:30 - 16:30	Afternoon Outside Play
16:30 - 17:15	Home Time

Adult : Child Ratio (guideline only)

Babies: 1 : 3
Toddlers: 1 : 6
Pre-School: 1 : 12

About Our School

Skylou Montessori was established in 2011 and is an Independent School. We are an English medium school. Our doors are always open to fellow Montessorians to come and meet us and see our school and to share and exchange ideas.

Mission Statement

We are committed to provide a holistic education, which encourages understanding through a questioning mind. We allow children to develop intellectually at their own pace with a specifically designed programme. In doing so, we develop their awareness of the environment and the importance of their role in the future. We foster an awareness of their roles in society. We pride ourselves in providing neutral surroundings for children to be respected for their beliefs and principals, no matter what denomination or cultural group they may belong to. Our school stands neutral on religious, political and nationalistic issues and provide a safe haven for children to reach their potential within our walls.

Staff Composition:

Owners: Lois Olivant (also Manager)
Skye Olivant (also Teacher)
Teachers: 7
Assistants: 2
Cleaners: 2

Operating Hours:

Monday – Thursday: 7:00 – 17:15
Friday: 7:00 – 17:00

Fee Structure (2024):

Enrolment:	R700
Once-off Annual Fee:	R2,200
Toddlers & Babies (<i>4 months – 3 years</i>):	R4,010
Pre-School (<i>3 – 6 years</i>):	R3,875

Extra Mural Activities

Included in the school fees are the following extra murals: Fitkidz, Wiggle & Jam Music and Movement, Art and Baking. The following are additional extra murals for the parent's own expense:

Swimming:

Provider: Ann's Aqua World

Information: The children will be collected from Skylou and taken to the lessons, which are in East Village, Sunward Park. Lessons take place on a Monday morning.

Dancing:

Provider: Elite Beat Dance Academy (Marike Nel)

Information: These lessons are ½ an hour in duration and will take place at Skylou. Lessons take place on a Wednesday morning.

Ballet:

Provider: Dance Core (Mandy Reynolds)

Information: These lessons are aimed at children ages 4 and older. They are ½ an hour in duration and will take place at Skylou on a Friday morning.

Soccer:

Provider: Little Kickers

Information: These lessons are 45 minutes in duration and will take place at Skylou. Lessons will take place on a Thursday morning.

Curriculum

Babies & Toddlers (4 months – 3 years)

We follow the International Traditional Montessori Curriculum for our 4 months – 3-year old's. All toddlers participate in the extra mural activities that are provided by the school.

Pre-School (3 – 6 years)

We follow the International Traditional Montessori Curriculum for the 3 – 6 year olds.

All pre-school children participate in the extra mural activities that are provided by the school.

Some pre-school children also participate in the additional extra mural activities which are funded by the parents.

Communication Tools Used by School

Contact Details:

Please inform us in writing of any changes in contact details. It's imperative that we are able to contact you if your child is sick or has hurt themselves. No responsibility will be taken if, in case of emergency, we are unable to contact you because of incorrect information. Please keep us updated annually.

E-mail:

We often send correspondence electronically, so please keep us posted with any changes in your e-mail addresses. Save the year planners and updates on your computers for later reference. Parents are welcome to correspond with us via e-mail.

Whatsapp:

The school uses a Whatsapp service to send out short or urgent reminders. All parents will be listed for this service.

School Reports

Assessment reports are issued twice a year in June and November.

Clothing

Each child is issued with a school t-shirt and hat at the beginning of each year.

We suggest that comfortable and practical clothes are worn to allow for maximum and safe movement on all equipment. We encourage the freedom to get dirty and explore all their senses while playing. An extra set of clothes will be very helpful. Please make sure everything is clearly labelled.

Cell phones & Toys

No cell phones are allowed at school. Our 'no' cell phone policy is there to protect your children, especially when they get older and other cell phone issues raise its head, for example 'mxit & facebook'. All cell phones found will be confiscated.

Parents are requested not to allow children to bring toys to school, as this becomes a huge problem amongst the children. We confiscate toys that are sent to school and these will be returned to your child at the end of the day.

Sick Children, Absenteeism & Permission to Miss School

Skylou Montessori cares for the health of all its children and staff. Please do not send your child to school if they are not well, this is unfair on our healthy children and the staff. This will prevent a vicious circle of infection and re-infection.

Under the Medicines and related Substances Amendment Act of 2002, we are not permitted to administer and dispose any medicine. Children who are sick and need medication are required to stay home until they are well enough to return to school.

Sick Children Regulations:

- No child may attend school if they have the following:
 - Diarrhoea, vomiting, impetigo on the skin, a temperature, a rash, a discharge anywhere, infected eyes, an exceptionally heavy cold or cough, lice and an infectious disease.
- No medicine may be put in the child's bag; we do not check the bags.
- We are not permitted administer medicines.
- If your child is on an antibiotic, then they are not well enough to return to school until their 3rd day on the course.
- Please administer all vitamins at home.
- You may not hand medicine over at the 'drop off'.
- If your child is sick, we will call you, so that you can arrange for them to be collected.
- It is imperative that we always have your emergency details on hand.
- Please ensure that your child's vaccinations are kept up to date.
- Serious injuries will be entered into the 'Injury Register'.
- In the event of injuries or illnesses of a serious nature, the school reserves the right to contact you/spouse or medical practitioner to effect emergency treatment for the child. All such treatment will be for your account.
- Minor injuries will be treated by the staff members that are 1st aid trained, and you are requested at all time to ensure that we are aware of any special precautions such as allergies in the treatment of your child.
- If your child is taking homoeopathic medicine, the school will not give the medication hourly, as the child is then too sick to be at school.
- Children that suffer from Asthma must have an asthma pump at school, in the case of emergencies.

Lice:

As per the Health Act of 1977, no children with 'hair lice' may attend school. Parents will be advised of any outbreaks and advised of preventative measures to take. We do periodic checks on the children for lice.

Absentees/Taking Vacation:

- If your child is sick or going to be absent for the day, please inform us.
- Should any problem arise that may impact on your child's behaviour, or if they are seeing a therapist, please let us know, and remember to inform us if they have contracted an infectious disease.
- It is important that the child maintains a routine in coming to School. However, should it be unavoidable that your child misses School, notify the School in advance.

Code of Conduct and Disciplinary Procedure

Montessori teachers have found that the parents who have taken the time to understand the philosophy regarding discipline in our environments, and who try to incorporate similar methods at home have greater success in this area. Children who have a discipline system at home that is compatible with that at school are more secure and display signs of self-discipline earlier.

- Parents are to contact their child's teacher or principal if they have any grievance involving their child or another child. The school will then deal with the matter and give the respective parents feedback on the action that was decided on.
- No parent is allowed to confront another parent's child on the school premises without their parents or a teacher being present.
- Our policy on 'biting' and 'deliberate violent hurting behaviour' is very strict. This will not be tolerated, if we notice a problem in this regard it will be discussed with the parents and if no improvement is noticed the child will be asked to leave as we have to keep in mind the safety of all our children.
- Any destruction of our school's moveable and in-movable equipment because of unacceptable behaviour (indoor or outdoor) will have to be replaced and you will be invoiced for the damaged item.

- Pre-School children get to sit on the 'thinking chair' or 'time out' chair if they display repeated unacceptable behaviour. The rule of 'thumb' is 1 minute for every year of the child. While they are sitting on the chair the offence also gets explained to them and they are required to apologize for the offence and right any wrong if they are able to.
- Repeated flouting of the rules and a disregard for the needs of others or property may result in the offending party being asked to attend a disciplinary discussion. In the event of a repetition of unacceptable behaviour, the child may be asked to leave the school. You may be asked to collect your child from school for certain transgressions e.g. swearing, stealing or lewd behaviour.

Celebrations, Religion, Nationalism & Politics

In South Africa we have eleven official languages, many different religious groups and many different cultures. We are a neutral school in all religious affairs, celebrations and in all aspects of politics. We maintain neutrality to all and therefore concentrate on providing a good education for your children and stay clear of all nationalistic, political or religious activities. Skylou Montessori would rather respect the religious freedom of all and leave religious instruction to the parents.

S.A.M.A (South African Montessori Association)

We are a SAMA Institutional Member School and thereby adhere to the high principals of the association. SAMA requires that every child at a Montessori school pay a SAMA child levy to them. This is paid by Skylou Montessori to S.A.M.A annually.

"Termite Parent Syndrome" and Gossipers

Parents are sincerely requested to never be found guilty of 'eating' into the good foundations, morale and camaraderie our wonderful parents and ourselves have spent time building up. At times parents may be unhappy with some matter or the other (it happens to all of us at times), and instead of addressing these issues with the teacher or principal, so that we can fix the problem or arrive at some harmonious solution, they rather resort to 'gossiping' and thus creating a bad vibe and sowing discontent amongst happy parents. This sort of behaviour can achieve nothing good. We take this seriously and this may be a cause for notice of termination being given.

We sincerely ask our parents to work along with us to build a safe haven for their children and not to break down the good we do, by 'slandering' the school. If you are genuinely unhappy, please address the situation with the Principal so that a solution may be found. We would also appreciate it if parents squash any such negative talk if this should filter past their ears. Every family has to constantly evaluate the needs of their children and choose a suitable school to meet those needs. If parents are found to be guilty of this, they will be given notice to leave the school.

The Montessori philosophy concentrates on the positive and not the negative. Let's fix the negative, not break down the positive!

Admission and Enrolment

- Any child enrolled at the school will remain enrolled until such time as the parents give the required notice or the school terminates the enrolment.
- The medium of instruction is English and children are only accepted if they have a good understanding of English to allow satisfactory progress.
- Enrolment forms will be rejected if all the documentation requested are not attached, e.g. birth certificate, signed indemnities signed by both parents etc. Please check that all forms are attached.
- Admission preference is given to siblings of older ones already enrolled at the school.
- Preference of admission is given to learners transferring from other Montessori schools, providing place is available.
- Enrolment may be terminated if school fees are not settled by the 7th of the month and alternative arrangements have not been made. The school has the right to ask parents to remove their children
- from school until the fees have been settled.
- Enrolment is secured once the enrolment form along with the proof of deposit has been received and the go ahead given that your child has been accepted.
- One full month's notice is applicable when wishing to terminate.

- Children may be asked to leave without notice if they were enrolled on false pretences or if their behaviour is found to be unacceptable or disruptive to the other children.
- If parents are not willing to work along with the school or no parental response to the schools' request to obtain help for the child is received, the parents will then be asked to remove their child from the school at a pre-determined date. Parent will be held liable for the balance of fees until termination.
- We are not a special needs school and therefore do not have the expertise or staff complement to assist with such cases. This would imply any emotional, intellectual or physical disabilities would be referred to the appropriate school in the area that are in a position to offer assistance.

Termination Procedures and Contractual Conditions (notice given by either the school or parents)

- We require one full month's notice of termination in writing. No exceptions.
- Notice may only be given at the beginning of each month. It may be handed in earlier but will only be counted from the beginning of the next month.
- Invoicing will be done accordingly. To the last day of the month.
- We strongly urge parents not to change schools in the middle of the school year unless unforeseen circumstances apply.
- The 'school' is closed for the December/January holidays, written notice must be given in November.
- The school reserves the right to terminate your child's tuition, if your school fees have not been paid up in full by the 5th of the month.
- If there is a history of non-payment of school fees and a bad 'track' record financially exists with the school. This will be reason for the school to give you notice to not return your child.
- If children's behaviour is unacceptable or disruptive, we will give you 'notice' to find another school.
- If parents are found undermining the good name of our school and gossiping to other parents without coming to sort out the problem with the Teacher or Principal your child will also be asked to leave. Please read the section under 'Termite Parents' for more info.
- If parents have been repeatedly been asked to get further assistance for their child's advancement in class. e.g. See an Occupational Therapist or Educational Psychologist and this has not been done. The this will also be reason for termination from the schools' side.

School Fees and Financial Information

Deposits:

Deposits will secure your child's place and should be paid before starting school.

The deposits are adjusted annually in January to keep them current with the current years deposit.

If a deposit has been paid to secure your child's place at the school and the child does not attend Skylo Montessori, this deposit will not be refunded as it's a non-refundable deposit to secure your child's place at our school.

Financial Agreements:

- Please have your payments in promptly by the 5th of the month so that we can meet our financial obligations.
- School fees are payable in advance! At the beginning of each month.
- If your payment hasn't been received by the 7th of the month, your child will forfeit their deposit and place in the school.
- In the event of any payment being more than 7 days late, the School shall have the right to withhold any and all services to the child. Parents shall still be liable for all fees during the suspension.
- Cash deposit fees are invoiced to your account.
- Late collection from school fees are charged at a set amount/15 minutes.
- Add your child's name as the beneficiary with electronic transfers for reconciliation purposes and e-mail proof of payments to: skylo@mwebbiz.co.za.
- No extensions or delays in payment will be recognised unless discussed and agreed upon by the Principal and the parents.
- In the event that payment made by cheque or debit order is "unpaid", it is agreed that the undersigned will bear all costs incurred by the School as well as settle outstanding payment within 7 days of notice.
- In the event it shall be necessary to place this contract or any other debt due to the School by the undersigned with an attorney/debt collector, the parent agrees to carry all costs incurred by the School.
- For all the above arrangements please call or e-mail the Principal.

- All monies due under this agreement are due and payable as stated above.

School Fee Payment Options:

School Fee Payment Options: (All due by the 5th of the month)

Sibling Discount: 5% discount. This is only applicable to the school fees.

Annual Payments: 10% discount. Due before 31st January.

Cash Payments: If depositing cash into our account, the cash deposit fees will be invoiced to your account.

Banking Details:

Standard Bank: Boksburg, K90

Branch Code: 011842

Name of Account: Skylou Montessori Cinderella (Pty) Ltd

Account No: 310 030 455

Beneficiary Ref: Child's Name & Surname