

INTRODUCTION

Moon Rise Montessori is a small, privately owned Montessori preschool. We are dedicated to the child and providing an authentic Montessori environment for children in the first plane of development (from 0 to 6 years old.) Our classes are set up in sub-plane age development as follows:

- *Nido*: 4 months to walking (around ±12 to 14 months)
- *Infant Community*: from walking (around ± 12 to 14 months) to around 2½ to 3 years old.
- *Children's House*: from around 2½/3 years to 6 years old.

We provide a calm, loving, nurturing 'home away from home' environment for your child to explore and thrive in at their natural pace. All children are accepted as they are and respected for who they are. We welcome a diverse and multi-cultural community; our common goal is the child and their well-being.

Our school caters for all families who wish to provide their children with an authentic Montessori education. We achieve this by following Dr Maria Montessori's philosophy, providing the child with a prepared environment, consisting of Montessori materials, equipment, and activities for the child to discover and work with throughout their school day. Furniture and fittings are carefully thought out, and beautifully made to be child-sized and of the highest quality, as it should be for our precious children.

We make use of our outside and inside environment as a space of learning, discovery, and joy for each child. Every child is encouraged to proceed upon their natural path of development at their own pace, assisted by the environment, the Montessori method, and the adults in their environment.

COMMUNICATION

Moon Rise Montessori has several communication methods as listed below:

- **Transparent Classroom:** This is programme that is made for Montessorians by Montessorians. This programme allows you to access your child's progress by logging onto your child's individual profile which is only accessible by parent and teacher. Here you will have the opportunity to learn more about each activity and why it is important for your child's development. You can access photos, progress reports etc. for your child at any time that is convenient for you.
- **Monthly Newsletter:** This will be emailed to parents on the first Friday of each new month and will include information about our monthly themes, event calendar, birthday, parent education articles etc.
- **WhatsApp Parent group:** Here general information will be shared with parents. Parents can use this group to communicate with us for generalised information or questions. For personal information, such as, if someone else is collecting your child, or if your child is leaving early or will be arriving later etc. you can communicate privately by WhatsApp or phone call to the Principal.
- **Individual videos and photos:** These will be sent to your personal phone when we capture special moments of your child that we feel you would appreciate.

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PROGRESS REPORTS AND MEETINGS

Twice a year, parents are requested to meet with their child/ren's directress where a verbal feedback session will be given regarding progress and work. Here any concerns or questions that you may have may be addressed.

Twice a year, parents are issued with a written Progress Report, should you wish to discuss this report in detail with your child/ren's directress, feel free to schedule an appointment to do so.

SAFETY, SECURITY AND WELL-BEING OF YOUR CHILD

Dropping your Child at School

- Due to the stringent Covid-19 Preventative Protocols, we unfortunately will not be allowed to permit parents to enter the classroom with their child in the mornings. At the front gate, a staff member will meet you and your child, after completing the self-assessment check, having temperature taken, sanitizing of hands and footwear, we encourage you to say goodbye with a big hug and kiss. We will then help your child to settle into their classroom. Although this procedure may sound stressful, we will do our best to ensure that you and your child are treated with respect, love, and care. Whilst we must adhere to the government and Department of Social Development's SOP (Standard Operating Procedures) we will be as thorough and conscious of your convenience and do our best to make sure that the morning drop-off and check in proceeds as smoothly as possible.

****A detailed COVID-19 Policy & Procedure document will be provided for every family to peruse.***

- We do understand that some children may be hesitant and tearful as they return to school or if they are starting school for the first time. If your child does need extra comfort from you in the morning, we can offer to let you settle your child in our isolation room (so that we can sanitize to keep in line with C19 Protocol) with an extra cuddle etc., and then hand over to us so that we can assist your child to join the rest of the class. This will be done carefully and safely for all.
- Our uninterrupted work period begins at 08h30 and wraps up around 11h30. School is open to receive children from 07h00 in the morning for parents who need to drop off early to avoid traffic to get to work. We ask that children arrive in time for the work period, if you are running late for any reason, please let us know.

Collecting your Child from School

- It is the responsibility of the Directress/Assistant in charge to ensure that the person collecting your child is authorized to do so by you. This means we will not release a child into anybody's care unless we have permission from you.
- Our Half Day classes stop at 13h00, please collect your child between 13h00 and 13h30. Children collected later than 13h30 without prior arrangement will be sent to Aftercare and parents will be billed on an Adhoc basis. If you are running late for any reason, please send us a message or phone us so that we can prepare your child.
- Our Full Day classes stop at 17h30 from Monday to Thursday, and at 17h00 on Friday. Should you be running late, please contact us. Late fees will be collected for parents who routinely collect past our closing time and this fee will be paid to the staff member on duty at the time.

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- Should you need to collect your child early for any reason, please inform us so that your child has enough time to eat, pack away and be ready for you to collect them.

FIRST AID- POLICY & PROCEDURE

**The staff members of Moon Rise Montessori are certified in paediatric first aid. The Principal is certified in Level 1 first aid and Covid-19 Safety training has been provided.*

Illness

Parents are requested to inform the school and make alternate arrangements for children who exhibit the following symptoms:

- Fever (of or above 38°)
- Cough (bad dry or wet cough)
- Vomiting
- Diarrhoea
- Sore throat
- Undiagnosed skin rash
- Communicable childhood diseases such as measles, mumps, chickenpox, German measles, hand foot & mouth disease, Covid-19, ringworm, conjunctivitis etc.

**Whilst we are in the peak of the Covid-19 pandemic, children exhibiting any symptoms associated with the virus will need to stay home for the recommended self-isolation period of 10 days. This includes children who exhibit symptoms of the common cold as they are similar to C19 symptoms.*

If you or your child has been in close contact with anyone who has tested positive for the virus, school must be informed, and you will need to keep your child home for the recommended 10 day self-isolation period.

If your child is ill and will not be coming to school, please notify us between 07h00 and 08h30. Children with infectious diseases, must stay home until the contagious stage has passed. This is to protect the health of all our children. It is vital that you let the Principal know of your child's doctor's diagnosis as soon as possible so that we can do the responsible thing and inform the rest of the school community of a possible outbreak.

**Please be assured, that should we need to notify the rest of our community about any outbreak, it will be done so with the strictest confidence and no names will be provided, only the announcement of a possible outbreak and the symptoms to look out for will be shared with the rest of the parents and caregivers.*

Medication

Except for chronic medication or only under extraordinary situations, we will not administer medication at school. Please do not send any medication with your child to school, except under a doctor's instructions as explained below.

When in the opinion of your child's physician, it is necessary that medication be administered during school hours, a staff member will give it to your child in accordance with the following procedures:

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- Any medication brought to school must be accompanied by the Indemnity Form that states that your child may be at school (i.e. that the illness is not in its contagious stage) and that the medication must be administered during school hours.
- Our staff members are prohibited from providing or administering any medication, including Panado to any child, except as authorised by you as the parent/guardian, in writing. Should your child develop a high fever whilst at school, you will be informed telephonically immediately and should you request that we give a dose of Panado to break the fever, we will request that you send a WhatsApp message of authorization and sign the medicine administration form when you collect your child.
- In the case of Antibiotics, the Indemnity form with the correct dose, time and name of medication needs to be completed, signed, and handed in to the staff member on duty along with the medication. DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S SCHOOL BAG/BOX.
- We can only administer oral medications.
- All medication sent from home, must be accompanied by the Indemnity form on or before the first day that medication is to be administered at school. Any medication without the appropriate, completed authorisation form will not be administered and will be sent home.
- In the case of long-term medication for chronic conditions, a new authorisation form must be filed with the school each year.
- The school must be informed of any medical changes that your child has (such as an asthma or allergy diagnosis, etc.) immediately for the safety of your child.
- No medication will be kept at school overnight.
- The original bottle containing the medication must be clearly labelled with your child's name, medication contained, time and amount of dosage to be given. DOSAGE ON THE LABEL MUST MATCH THE DOSAGE IN THE INDEMNITY FORM.

**A copy of the Indemnity form authorising us to administer medication may be obtained from the classroom or office if you have forgotten to bring it to school. This policy will be strictly adhered to. You will also be emailed a copy for you to keep in case of need.*

ILLNESS/INJURY POLICY

**Should your child develop any of the symptoms associated with the Covid-19 virus, they will be accommodated in the isolation area where a staff member will be on hand to assist your child until they can be collected from school. You will be notified and expected to collect your child promptly.*

We deal with Illness in the following way:

1. Your child will be closely observed and details such as temperature and symptoms will be logged on your child's Transparent Classroom profile.
2. If necessary, we will confine your child to the office or sick bay where they will be comforted and monitored by a staff member.
3. Once your child has been attended to (in the above way) you will be contacted to inform you that your child is feeling poorly.

We deal with Injury in the following way:

1. The wound is cleaned, covered (with plaster or bandage etc.) and your child is comforted.
2. Parents are informed telephonically if the injury is serious, in the case of a typical playground/school injury such as stubbing a toe, tripping whilst running and getting a graze or slight bruising etc. an accident/incident form will be logged onto your Transparent Classroom Profile so that you have an account of what happened and we have a record of

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the injury. When you collect your child, in the case of a non-serious injury, a staff member will inform you of what happened.

3. In the case of an extreme emergency, Paramedics will be called first and then parents will be notified directly thereafter.
4. If your child carries an EpiPen for anaphylactic shock due to an allergic reaction from food or from bee sting, this will be administered immediately and then you will be notified.

SOCIAL BEHAVIOUR POLICY

**The child under six years, is learning all about social behaviour, social etiquette and where they fit into the world. We must always be mindful, respectful, non-judgemental, and supportive when a child displays any behaviours which to an adult may be deemed as inappropriate or anti-social. There is always a reason for the behaviour and the adult is the one who needs to role model grace and courtesy and give the child the tools to express their feelings and to solve social disputes amongst peers. No child is vindictive, "naughty" or has bad intentions. They are merely trying to express themselves and make their feelings known to us.*

We deal with Social Behaviour in the following way:

1. In the rare case of anti-social behaviour that falls outside the general norms of childhood behaviours, the child's Directress will report this behaviour to the parent/guardian in writing. A copy of which will be loaded onto your child's Transparent Classroom Profile (remember this is a private profile which only staff and you, the parent/guardian can access.)
2. If the anti-social behaviour is progressive, and the Directress believes that they are unable to facilitate the behavioural pattern, parents will be required to consult with a recommended specialist/therapist promptly as early intervention has the best chance of success in assisting your child. Should this step be needed, a meeting will be set up between you, the Principal and your child's Directress so that we can all work together for the greater good of your child.
3. Any assessment Reports from therapists or specialists will be requested to be submitted to the school promptly so that we can all be on the same page for the child.
4. The progress of your child's behaviour whilst undergoing therapy will be closely monitored to protect your child and all the children in the environment.
5. In the extremely rare case that the behaviour is on-going and/or deteriorating despite therapy and the school, working together, we would then advise the parent to seek an alternative environment that is better suited to the needs of a specific child.

PROCEDURE REGARDING REMEDIAL SUPPORT AND THERAPY

We deal with remedial support and therapy in the following way:

1. Every child is treated and respected as an individual. We understand that every child is unique and learns in their own way and at their own pace. Some children may require additional help along the way through the assistance of remedial support or certain therapies.
2. The Montessori environment is perfectly set up for children who may have mild physical, cognitive, or neurodiverse special needs. These children have been known to thrive when given the chance to be part of an inclusive setting. Although Moon Rise Montessori is an Inclusive School, we are not specifically a Special Needs school as we believe inclusion is the best way for children who can cope in a neurotypical setting to go from strength to strength.
3. Every child will be evaluated as an individual and once their needs are assessed, if we are able to accommodate them, they will be gladly welcomed into our community.

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4. If we feel that it is in the best interest for the child to have a facilitator present for any part of their day, we will make this recommendation to the parent.
5. We request that any assessments or reports from any therapists or specialists are submitted to the school for record keeping and so that we can work with the therapist/specialist to ensure an optimal outcome for your child to reach their full potential.

HEALTH & HYGIENE

We at Moon Rise Montessori respect and strive for a healthy environment conducive to all children. With this philosophy in mind, we request that:

- All food provided should be healthy and nutritious.
- We request that to the best of your ability, food and snack are as preservative and sugar free as possible. (sweets, chips, peanuts, peanut products, junk food, sweetened juices, fizzy drinks etc. will be removed from lunch boxes.)
- In line with Covid-19 protocols, we ask that your child brings their own drinking bottle to school. We will have fresh water from the water cooler for your child to fill up during the day at school.
- Due to the severity of the implications of a reaction from any child or adult who has a nut allergy, Moon Rise Montessori has a strict No Nut policy. This means peanuts, tree nuts or any nut products (peanut butter, Nutella etc.) will not be permitted at school.
- No food will be prepared on the premises for the purposes of breakfasts or lunches. Parents are requested to provide their own food for their children.
- Eggs, fruit, vegetable sticks, bread etc. will be provided by MRM for the morning snack time.
- All surfaces will be cleaned throughout the day with an antibacterial solution that is non-toxic to children.
- At the end of every school day, the school will be deep cleaned and prepared for the following day of school.
- Equipment and activities will be placed on a special shelf once used, sanitized, and cleaned by staff before being placed back on the shelf for use, for as long as we have the threat of the Covid-19 virus.
- Good hygiene will be role modelled and facilitated by all the staff at MRM.
- Hand washing after toilet use, nose blowing, before and after meals, etc. will be role modelled and encouraged for all.

FIRE SAFETY & EVACUATION

- All staff members are familiar with the School's Fire Drill Procedure. These drills will be held at least once per term to ensure that the children have a good understanding of what to do in case of an emergency evacuation.
- Each classroom is fitted with a handheld fire extinguisher, which staff have been trained to use correctly in case of an emergency.
- Although no food will be prepared in the kitchen, a fire blanket will be placed above the stove to be compliant with Fire & Safety regulations.

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FEES

Our only source of income is through tuition fees. We are not a school who relies on government grants. To keep our fees as affordable as possible, we may have the occasional fund raiser which parents will have the option of supporting if they have the means to.

- Please see the Fee Structure document to familiarise yourself with our school fees.
- Fees are payable over a 12-month period (from January to December of each year.)
- In the case of a global pandemic resulting in temporary closure, families will be supported by Zoom classes, work/activity packs and remote support.

WITHDRAWAL PROCEDURE

- We require a full month's (30 business days) WRITTEN NOTICE if you wish to withdraw your child from the school.
- From time to time, withdrawal is needed due to situations that are out of parent's hands such as relocation, change in job status etc. In extraordinary cases, we ask that you speak to the Owner/Principal so that we can accommodate you in the event of such a situation arising.
- All documents handed in with your enrolment will be kept in your child's folder and returned to you along with all progress reports recorded during your time with us once you leave Moon Rise Montessori.

**All documentation, reports, meetings, and/or sensitive communications will be kept confidential.*

GENERAL RULES AND REGULATIONS

1. Please notify us of any changes of address, telephone, email, medical or personal details in writing. This is important information needed to contact a parent quickly, particularly in case of an emergency.
2. If you need to make an appointment to see your child's Directress or the Principal, please make the appointment for after 12h00 as we must be respectful of the children's uninterrupted work period in the mornings.
3. Please be mindful of the times when contacting the school telephonically, if you need to phone due to emergency during the uninterrupted work period (08h30 to 11h30) we will do our best to answer, however a call during that time may be missed if we are busy with presentations. WhatsApp messages, emails etc. will be responded to after the morning work period.
4. Except for emergencies, school matters must be handled during school hours. As far as possible, please be mindful of the times in which you contact staff members, contact after school hours is discouraged to respect their family time.
5. Please keep toys and precious belongings at home as we cannot ensure that they will be kept safe or not go missing.
6. Children (especially toddlers) love "posting" or placing objects in their bags. Should you find any school equipment in your child's backpack/box, please return to us.
7. No weapons, drugs or alcohol will be permitted on the school premises.
8. Please be respectful of the children's space and the way in which you behave when coming into their world.
9. We ask that appropriate and respectful language and conversations only are used on the school premises.
10. All grievances should be submitted to the Principal/Owner in writing.

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ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS POLICY AND PROCEDURE

I/We, Parent/Guardian of, accept and understand Moon Rise Montessori School's Policy & Procedures, and agree to accept the Terms and Conditions contained herein.

I/we, consent to the School collecting, sorting, and updating the personal information that we provided to the School about me/us and our child/ren enrolled at the School. I/we agree that the School can provide the necessary personal information to an authorised representative of the School for a lawful purpose only.

I/we further consent to the School or the School's authorised representative taking reasonable, practicable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary.

PARENT/GUARDIAN SIGNATURE:

DATE:

WITNESS SIGNATURE:

DATE: