



# Acacia

Montessori  
Pre-Primary Preprimêr

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## 2024

Acacia Montessori is a private Montessori school with Christian norms and values. Our goal is to help our children to help themselves, so that they can make a difference in the world. Children that are strong well balanced, with compassion and empathy for others.

Please make note of the following important information about Acacia Pre-primary for 2024.

***School reopens on Wednesday 10<sup>th</sup> January 2024.***

**School Times:** Monday to Friday: **07:00 – 17:00**

**Office Hours:** Monday to Friday: **08:00 – 12:00**

Classes start at exactly 08:00, no parent will be allowed inside class after this set time.

There will be afternoon supervision till exactly **17:00** after that; parents will be fined R50 for every 15 minutes that they are late. (This late pick up fee will be paid to the personnel member for the service provide and over time worked.)

### **Public Holliday's and School Holliday's:**

The school will be closed on all public holidays and days that fall between a public holiday and weekend. If the public holiday is on a Tuesday, the school will be closed on the Monday and if the public holiday is on the Thursday the school will be closed on the Friday. The school will close only once a year for holiday during a period in December and January. (**11<sup>th</sup> December 2024 and 13<sup>th</sup> January 2025**). During this time, we will be doing big renovations to our school. We give our staff the opportunity to take leave in the April, June/July and September public school holidays; there will be no formal classes during these holidays we will however provide a holiday program.

**Language Policy:** Acacia has English as well as Afrikaans classes.

**Curriculum:** Montessori is more than just a curriculum; Montessori is an entire philosophy of child development that informs a unique educational approach. The Montessori philosophy posits that every child contains unique and boundless potential; the role of the teacher is to guide children and help them develop on their own terms. Although Montessori programs are available from the infant/toddler level all the way up to the secondary level, Montessori is most frequently utilized in early childhood education.

Montessori primary classrooms are multi-age, with students in classroom groups ranging from three to six years old. The core of the school day is a three-hour uninterrupted work period, where students are free to work

independently or collaboratively at tables or on small rugs on the floor. Hands-on didactic materials are kept on low shelves, where small children can easily reach them. Students choose the materials they wish to work with, with the caveat that they may not use a set of materials that the teacher has not demonstrated for them. Dr. Maria Montessori, the creator of this method, referred to the classroom as a “prepared environment,” a highly structured and ordered space within which children could exercise choice and exert control over their learning. The teacher’s role is to guide and observe rather than instruct and correct; Dr. Montessori’s motto was, “follow the child” (Montessori, 1967). Close teacher observation takes the place of formal assessments. Children work independently and move at their own pace. The Montessori approach, then, is one of choice and individuality within clearly defined parameters.

### **Day program:**

07:00 – 07:45	Arrival
07:45 – 08:15	Breakfast
08:15 – 11:15	Morning Class program
11:00 – 12:00	Outside Playtime
12:00 – 12:30	Afternoon Circle
12:30 – 13:00	Lunch
13:00 – 14:30	Afternoon nap
14:30 – 14:45	Toilet routine
14:45 – 15:15	Outside Playtime
15:15 – 15:30	Afternoon Snack Box
15:30 – 16:45	Outside Playtime
16:45 - 17:00	School closes

### **Sleep time:**

Every new learner will bring a stacking bed to school for sleep time, you can buy these beds at Makro. Children are welcome to bring a cushion and blanket to school, please ensure that it is marked clearly. Bedding should be in a bedding bag (can order at school for R70 a bag). Parents will send bedding bag with blanket and pillow to school on a Monday, we will send it home to be washed on a Friday.

### **School property:**

We teach our children to respect their own and others property. Any child that breaks or damages school property on purpose parents will be contacted immediately. Parents will be held responsible to replace the materials. Please have a serious talk with your child in this regard.

**School Fees:** Our school fees are the following: ***Payment Options***

***Payment Options:*** R35 400,00 per year.

- Payable in 12 equal amounts of R2 950.00 over 12 months.
- or in 11 equal amounts of R3 218.18 over 11 months.  
(January to and November)
- or in 10 equal amounts of R3 540.00 over 10 months.  
(January to and October)

**Enrolment fee:** R1000 per child (non-refundable)

**Re-enrolment fee:** R500.00 per child (non-refundable)

Enrolment fees to be paid into the following bank account:

Olglaske Schooling t/a Acacia Pre-school

First National Bank

Current account #: 62569329967

Branch Code: 250016

**Reference: Child's name and surname.**

***School fees will be strictly paid in advance via Debit Order, debit order forms will be supplied on admission.*** If the debit order will return unpaid, parents will be held responsible for the full amount returned plus bank and admin fees.

No discount will be given for holidays, illness, or part of month (pro rata). Your child will lose his/her space at our school if your school fee account is in arrears for more than 7 days. Acacia has the right to refuse children whose school fees are in arrears.

**Notice Period:**

Two calendar month's written notice is required if you wish to remove your child from our school. **No notice will be accepted for the end of November.** December is a full paid school month even with the yearly holiday.

**Send copies of the following with the enrollment form :**

- Child's birth certificate;
- Clinic card;
- Proof of residence.
- Parents ID;
- Medical Aid Card;

**My School:**

Our school is part of the *My School* program; we kindly request our parents to participate. You can swipe your MySchool card at Woolworths, Walton's and any participating shops. Applications forms will be supplied.

## Makro:

You can also support our school by linking your Makro card to our school; every time you buy at Makro our school will receive points. You can link your card in store at the information kiosk or we can supply an application form.

## Extra-Curricular Activities:

There are some extracurricular activities at our school that are presented by private people. These activities are at additional cost payable to the person in charge. The school cannot take responsibility for any payments for third parties.

- Tumbling Tigerz – Taryn Gorlee 079 880 8622
- Ballet – Trinette Joubert 083 650 5379
- AquaKids – Louise 082411 0678
- Little Lab Coats – Dalena 083 452 1438
- Stimuzone Computers – Elreza 083 411 9428

Extra-Curricular Activities are planned so that it does not interfere with our class times. It is the parent's responsibility to communicate and make payments directly to the activity's coordinator.

## Necessities: (non-refundable)

We ask that the parents to send the following to school (once a year only):

Grasshopper, Caterpillar and Firefly Classes	
10 x Rolls of toilet paper	1 x Bottle of liquid hand sanitizer (750ml)
1 x Garage/Wiper Towel Paper Roll	4 x Packs of "Wet Wipes"
2 x Boxes of tissues	1 x Box <b>fabric</b> plasters
1 x 5l Bottle Hand soap	1 x A4 Photocopy paper (500)
10 x Paper plates	1 x Sunblock
2 x 43g Pritt Stick	1 x Blunt nose scissor
1 x pack of 12 Retractable Crayons	1 x pack of 12 Colouring Pencils
1 x Hula-Hoop	1 x Sidewalk Chalk / Coloured Chalk
100 x Carrier bags / Nappy bags	1 x Roll Black bags / Refuse Bags
1 x Stackable bed (Makro)	1 x Bedding bag or R80
1 x Age-appropriate storybook for class library (Please no Disney/Superheroes)	

Little Bees Class	
10 x Rolls of toilet paper	1 x Bottle of liquid hand sanitizer (750ml)
4 x Kitchen Towel Rolls	2 x Boxes of tissues
1 x Box of Disposable Gloves	12 x Packs of "Wet Wipes"
100 x Carrier bags / Nappy bags	1 x Sunblock
1 x 5l Bottle Hand soap	1 x Box <b>fabric</b> plasters
1 x Bedding bag or R80	1 x Stackable bed (Makro)
1 x Finger paint set	1 x Sand toy set
1 x Roll Black bags / Refuse Bags	1 x A4 Photocopy paper (500)
Nappies as needed	Bum Cream as needed
1 x Age-appropriate storybook for class library (Please no Disney/Superheroes)	

Baby Snail Class	
2 x sets of Cot Bedding (clearly marked)	12 x wet wipes and as needed
100 x Carrier bags / Nappy bags	4 x Kitchen Towel Rolls
2 x Bottles of hand sanitizer (750ml)	2 x Box of Disposable Gloves
1 x Roll Black Bags / Refuse Bags	1 x Soft Ball
2 x Boxes of tissues	1 x
1 x Bedding bag or R80	1 x 5l Bottle Hand soap
Bum Cream as needed	Nappies as needed
Bottles and Formula	

### **Clothing:**

Children aged 2 and up will wear a daily school uniform available from Rieba's (younger tots are also welcomed to wear the uniform). The uniform t-shirt is to be worn with black shorts or short black tights (for girls) in the summer / spring; this would also be available at Rieba's or at most local clothing stores. In winter we wear comfortable jeans with our t-shirt and school jacket.

Please ensure that all your child's clothing is marked clearly.

There should always be an extra set of clothes in the children's bags, it may happen that the children have accidents or wet themselves during water play.

### **Food:**

We provide a cooked breakfast and lunch. We ask parents to pack a small and healthy lunch box for morning and afternoon snack. No sweets will allow and will be confiscated and sent home. Breakfast will be served from 7:45 – 8:15, children that are late will not be served breakfast, without prior arrangement. There will always be clean water available. We had help from a dietitian during the planning of our menu, it is important to us that our children learn healthy eating habits.

### **Birthdays:**

We love to celebrate our children's birthdays and parents are welcome to send a cake or treats to school. Please just remember to inform the teacher beforehand. Class parties will be a small celebration (we are not professional party planners).

With the children's birthdays we have a special activity that we do with the children. We make a timeline for the birthday child, and we ask parents to send a baby photo and a photo for each year of your child's life to school. This special timeline will be displayed on the classroom wall from the time of your child's birthday till two weeks after. After the two weeks your photos will be sent home. Please parents help us with this special educational timeline.

### **Art:**

We would like to encourage our children to be creative. Please send materials to school that we can use.

Examples:

- Yoghurt Cups      - Margarine containers      -Ice Cream sticks
- Ice Cream containers      -Glass bottles (Purity bottles)
- Cereal Boxes (if possible folded flat)      -Egg Boxes
- Scrap paper      - Material      - Wool

## **Health:**

Sick children must please stay at home, so that we do not infect one another. Please let the school know if your child is sick so that we can keep record. If your child develops a high fever, you will be contacted immediately to come and fetch your child. The same procedure will be followed with diarrhea. Fever and diarrhea are serious, and we need parents to fetch their children ASAP.

## **COVID19 – SARS-CoV-2:**

Our Covid19 plan is in place to minimize the spread of COVID19 and to ensure the safety of children, staff, and families. Social distancing with young children is a challenging effort. However, the policies set forth aim to keep children and adults safe and healthy, while ensuring children are in a nurturing and responsive environment. These guidelines are based on the best available public health data at this time, and the practical realities of managing a childcare program; as new data and practices emerge, the policies may be updated. The goal of us at Acacia Montessori is to meet and exceed the standards whenever possible.

- The school will exclude any child, adult, or staff showing symptoms of COVID-19.
- Families should complete a health check on themselves and their children prior to arrival at the facility and sign off on the health screen log when dropping the child off for care.
- Children and family members who are sick, exhibiting symptoms of COVID19 or have been in close contact with someone who has tested positive or exhibits symptoms of COVID19 will not be allowed in the facility.
- Temperature screenings will take place for children entering the facility. Temperatures will be taken using a no contact thermometer. Temperatures will be logged. Individuals with a temperature of 37.8 degrees Celsius or over will not be admitted into the program.
- Upon arrival teachers will complete a visual health screening.
- Children will be monitored throughout the day for signs of illness. Children who become ill while in the program will be isolated using the designated special care room. Parents will be contacted for pick up and will be required to pick up or have a designated representative to pick up within one hour.
- Parents must disclose any COVID19 symptoms within the last 24 hours and whether anyone in their home has had COVID19 symptoms or a positive test.

## **Confirmed Case of COVID19**

If a COVID19 case is confirmed in a child or staff member, the classroom/school will be closed to allow for the following procedures:

- Families will be called to pick-up all the children.
- The class and areas used by the sick person will receive deep cleaning and additional disinfection measure will be implemented.
- According to the protocols of the Department of Health we will have to close that class/school for 10 days from onset of symptoms of the infected person for self-isolation.

If an individual becomes ill due to COVID19, they may return only after being released by a medical professional, and under the following circumstances:

- At least 3 days (72 hours) have passed since the individual last had a fever without the use of fever-reducing medication.
- The individual no longer has respiratory symptoms (e.g., cough, shortness of breath)
- At least 10 days have passed since symptoms first appeared.

### **Closing the school if COVID19 Cases Increase:**

- We reserve the right to close the school as necessary if there is a surge of COVID19 cases in our area.
- We reserve the right to deny parents from entering the facility if there is a surge of COVID19 cases in the Nelspruit and surrounding communities.
- We reserve the right to close a classroom/school if we are unable to staff it appropriately due to a case of COVID19.

### **School fee Credits for COVID19 related closure:**

The school may need to temporarily close if a child or staff member attended the school before being confirmed as having COVID19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID19 situation impacting the school, and for staff to clean and disinfect the affected facilities. A credit for school fees during these closure days **will not** apply.

If the school must close for 14 consecutive days or more due to a COVID19 exposure, it may be appropriate for full fee-paying families whose school fee account is up to date to receive a 50% credit of their child school fees for the duration of the closure. The credit will be applied upon approval from the Director and Executive Director. ***This credit does not include closure by the South African Government for lockdowns.*** In the case of school closure by the South African government as part of a Covid19 lockdown or for any other reasons credit of school fees will be communicated to parents if any.

### **Medicine:**

If a child needs medication at school the parent must complete the medicine administration form at the office. ***No child will receive any medication if the medication form is not filled out and signed. All medicine must be given to the class teacher personally.***

Antibiotics should be given at home in the mornings, if needed the teacher can give with lunch.

It is the parent's responsibility to make sure the medicine goes home at the end of the day; no medicine will be left in the child's bag.

### **Head Lice:**

Head lice will not be tolerated at school under any circumstances. Parents are responsible for the treatment and prevention of head lice. We ask that the parents treat the problem and keep the child at home till the problem is resolved. ***Children with head lice will not be allowed at school.***

## Outings:

From time to time we will have special visitors at our school that will come and show us interesting things.

We might also go on outings. Parents will be informed in advance of outings. Parents will be asked to fill in an indemnity form; ***no child will go on the outing without a signed indemnity form.***

## Make and Bake:

We will have Make and Bake every second week, each child pays R15 towards their Make and Bake treats

## “POPIA” Protection of Personal Information Act, 4 of 2013:

Each parent will receive a POPIA declaration form to fill out with enrolment.

## Facebook:

We have a Facebook page, and we will put photos on there from time to time. Should you have any objections with us putting photos of your child on there, please let us know in writing so that we do not publish photos of your child.

## WhatsApp Groups:

There is a WhatsApp group for each class, please respect the other parents on the group and keep the communication school related.

***May your child be happy with us and may this journey be blessed.***

Acacia Greetings

### MONTESSORI VS TRADITIONAL EDUCATION

Montessori	Traditional
1. Emphasis on cognitive structures and social development	1. Emphasis on rote knowledge and social development
2. Teacher's role is unobtrusive; child actively participates in learning	2. Teacher's role is dominant, active; child is a passive participant
3. Environment and method encourage internal self-discipline	3. Teacher is primary enforcer of external discipline
4. Individual and group instruction adapts to each student's learning style	4. Individual and group instruction conforms to the adult's teaching style
5. Mixed age grouping	5. Same age grouping
6. Children encouraged to teach, collaborate, and help each other	6. Most teaching done by teacher and collaboration is discouraged
7. Child chooses own work from interests, abilities	7. Curriculum structured with little regard for child's interests
8. Child formulates concepts from self-teaching materials	8. Child is guided to concepts by teacher
9. Child works as long as s/he wants on chosen project	9. Child usually given specific time for work
10. Child sets own learning pace to internalize information	10. Instruction pace set by group norm or teacher
11. Child spots own errors thru feedback from material	11. Errors corrected by teacher
12. Learning is reinforced internally thru child's own repetition of activity, internal feelings of success repetition	12. Learning is reinforced externally by rewards, discouragements
13. Multi-sensory materials for physical exploration development	13. Few materials for sensory, concrete manipulation
14. Organized program for learning care of self and self-care environment (shoe polishing, sink washing, etc.)	14. Little emphasis on instruction or classroom maintenance
15. Child can work where s/he is comfortable, moves and talks at will (yet doesn't disturb others); group work is voluntary and negotiable	15. Child assigned seat; encouraged to sit still and listen during group sessions
16. Organized program for parents to understand the Montessori philosophy and participate in the learning process	16. Voluntary parent involvement, often only as fundraisers, not participants in understanding the learning process

The above comparison is courtesy of The American Montessori Society.