

Dear Parent(s),

Choosing the right school for your child/children is one of the most important decisions that parents have to make. It is this very task of choosing the right education and school for my child that constitutes the foundation upon which the Modern Montessori education group was built. With this in mind, I take this opportunity to present a brief history of our organisation, which represents over thirty years of experience and expertise in Montessori education.

Thirty five years ago, my daughter, Olivia, was two and a half years old and after endless deliberation and extensive research, my husband and I made the decision to enrol her at a Montessori school in London (U.K) called The Gatehouse Learning Centre. It soon turned out that the time, thought and careful consideration invested in making this decision, was not wasted. We watched in awe as our daughter flourished in every conceivable area (academic, social and emotional), exceeding even our very high expectations. In fact my husband and I were so inspired by and impressed with the teaching and the results, that we commissioned the principal of the school, who was trained by Maria Montessori, to design a distance learning course to teach the Montessori method to people all over the world. The first College of Modern Montessori student enrolled at our offices in London in 1981 and since that time, over ten thousand people from over eighty different countries have enrolled for our distance learning Montessori teacher training course.

In 1989, after having lived in South Africa for a number of years, it was clear to us that the country's provision of early childhood education was distinctly lacking, and we knew that an increased Montessori 'presence' would positively impact South Africa's education system. We moved the Modern Montessori head office to Johannesburg and commenced work towards expanding the scope of our operations to include distance learning and part time and full time lecture-based Montessori training. In 1994, our part time and full time Montessori teacher education programmes were awarded international accreditation from the Montessori Accreditation Council for Teacher Education (MACTE), which is an autonomous, international, non-profit making accreditation agency for Montessori teacher education programmes. The MACTE Commission is based in the United States and is the premier, internationally recognised, standard setting and accrediting body for Montessori teacher education and their accreditation is testimony to an institution's unwavering commitment to the provision of high calibre, superior quality Montessori education.

In 1996, after a seemingly endless search for new premises to house our administration department, lecture facilities and flagship school, we found the perfect property set on five beautiful acres in Linbro Park, Sandton. The school property was originally built by Raymond Ammoretti, acclaimed Italian woodcraftsman. It was here that we created a Montessori preschool for children aged three months to six years old, and so, The School of Modern Montessori was born. After only a few months, parents were so pleased with their children's development that they pressured us to take Montessori teaching into primary level (catering for children aged six to thirteen years old), which we have successfully achieved.

By virtue of this success, in 2000 we started looking for a property to develop into another school in the rapidly expanding Midrand area. After months of relentless searching, we knew we had hit the jackpot when we first laid eyes on a magnificent two and a half acre property in Glen Austin, Midrand. It was fairly run down and required some TLC when we first saw it, but the immense potential was glaringly obvious and we set about creating the perfect school environment. In 2001, the transformation process was complete, and The School of Modern Montessori, Glen Austin, Midrand was officially launched.

We had been offering Montessori teacher training in Durban since 1996 and, over the years we had hired various premises for lecture purposes, from Westville Library to Durban University and had been looking for a permanent home for the College for some time. So, when Yvonne Evans, Senior Course Director, called to say that she had found a property that was an existing preschool, registered with the municipality and had business rights, it seemed

almost too good to be true. It was the perfect property to house a school and college and in 2003, our third school, The School of Modern Montessori, Gillitts, Kwa-Zulu Natal, was founded.

So, you see, our wealth experience in Montessori education is the foundation upon which each of the Modern Montessori schools were built and developed. Each school is the perfect combination of:

- established and credible education provider, rich in history and tradition, boasting considerable years of experience in education;
- well-equipped classroom and outdoor facilities nested in a secure and picturesque environment providing beautiful and safe surroundings in which your child will grow, learn and play;
- well-trained, experienced, dedicated and caring teachers and care-givers, whose professional expertise, commitment to education and passion for children, you will depend on firstly, to provide your child with the best possible academic and developmental foundation in which to reach his/her full potential, and on which his/her future learning will be based; and secondly (and equally important) to provide a loving and nurturing environment, in which your child's/children's happiness is of paramount importance.
- high teacher to child instruction ratios that afford your child/children the individual attention they so richly deserve;
- an all-inclusive education, extra-mural and supervisory solution. For working parents, it is especially important that their child's/children's school offers not only an academic education, but also meals, extra-curricular activities, aftercare, and holiday programmes.

I thank you for your interest expressed in The School of Modern Montessori, Gillitts, and take great pleasure in enclosing herewith our prospectus for your perusal.

The enchanting essence of the school can only be truly appreciated in the flesh, so to speak. We therefore encourage you to schedule an appointment with the principal, Yvonne Evans, who will explain the Montessori method and general school operations in detail; and give you a tour of our lovely grounds and facilities.

In the event that you have any questions, please do not hesitate to contact us.

We look forward to meeting you.

Kind regards,



PATRICIA DARBY
Director

The School of Modern Montessori Gillitts, Kwa-Zulu Natal

SCHOOL PROSPECTUS 2016 ACADEMIC YEAR

*“Whoever touches the life of the child,
touches the most sensitive point of a whole
which has roots in the most distant past
and climbs towards the infinite future.”
~ Maria Montessori*

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1. Maria Montessori & The Montessori Method

Detailed information on Maria Montessori, the Montessori method and the differences between Montessori and traditional education, can be found on our website (www.montessoriint.com) under the 'The Montessori Method' tab.

2. Admission Policy

- Discrimination is against South African law. Pupils and staff are appointed on merit. The school's ethos is rooted in the belief that all people, regardless of race, colour, language, creed and gender, are of equal worth and are treated equally in the selection for, and in the general operation of the school.
- Primary school applicants and applicants with special needs or barriers to learning may be required to spend a day or two in the classroom in order for the teacher to assess their academic, social and emotional level.
- Where selection becomes necessary because the number of applicants exceeds the number of available places, selection is based on the following criteria:
 - Preference will be given to applicants who have submitted the application form and accompanying documentation, and paid the admission fees (comprised of the registration fee and the deposit).
 - Preference will be given to siblings, except where this is not in the best interest of the child/children.
 - Preference will be given to applicants who have previously attended a Montessori school.
 - The capacity of the school to provide an acceptable quality of education to the applicant. This provision applies particularly to applicants with special needs and barriers to learning.

3. Registration & Admission Procedure

- Telephonic/email enquiry is made by interested parents.
- School prospectus and application form is emailed.
- Appointment is made with the Principal (Yvonne Evans) or authorised personnel to visit the school.
- Application form; accompanying documentation; and proof of payment of the registration fee and the deposit; is returned to the Principal.
- Acceptance and date of commencement of attendance is confirmed in writing.
- Fees are payable prior to commencement of attendance.
- On the first day of school, pupils and their parents are required to arrive fifteen prior to commencement of classes in order to meet the teacher(s) and familiarise themselves with the morning routine.
- Parents of new pupils are welcome to phone the school periodically to establish how their child/children are coping with his/her/their slightly daunting, but incredibly exciting new school adventure.

4. Mission Statement

To provide each child with a well rounded, individualised educational and developmental experience that is grounded in Montessori principles and that nurtures an enduring love of learning. We guide the child towards independence and self confidence, creating a strong foundation on which to build future learning.

Through the Montessori prepared environment we hope to guide each child to develop their full potential and become independent, responsible, caring, unique individuals, who will have the confidence and self motivation to make a difference in our world.

5. Our Vision

To bring about global understanding, tolerance and peace loving attitudes and to develop awareness and responsibility that we are not only citizens of our own country, but citizens of the world.

6. Our Aim

To follow the individual needs of every child...."In serving the child, one serves life".

7. Physical Address

The School of Modern Montessori
9 Anthony Drive
Chelmsfordville
Gillitts
Durban
Kwa-Zulu Natal

A map and directions are available on our website: www.montessoriint.com.

8. Contact Details

Telephone: (031) 767-4627 (Tel and Manual Fax)
(072) 747-2273 (Nicole Evans – Deputy Principal)
(011) 608-1584 (Linbro Park Head Office)

Email: modmontdbn@global.co.za
modmont@global.co.za (please CC all emails to this address)

9. Age Range & Classes

The School of Modern Montessori accepts children from the age of two and a half years old to thirteen years old. The school is comprised of the following classes:

- Early Childhood: 2½ – 6 years old* (see point 10 below)
- Junior Primary: 6 – 9 years old
- Senior Primary: 9 – 13 years old

10. School Readiness Programme

Between the ages of five and six, pupils embark upon the school readiness programme, designed to prepare children for primary school, which includes advanced extensions of Montessori material, workbooks and additional educational materials.

11. Facilities

- All classes are fully equipped with Montessori materials in the practical life, sensorial, language, maths and cultural (geography, botany, zoology, history, science, music and art) subject areas.
- The outside area includes a covered veranda (which doubles as a dining area and 'rainy day' outdoor activity centre), children's garden and extensive outdoor play equipment (jungle gyms, seesaw, sandpit, clamber net and swings).

12. Security

- The safety of the children and staff is of paramount importance at all times.
- The property is access controlled with an intercom system and automated gate.
- The property is equipped with an alarm system.
- The school is linked to Blue Security (24 hour armed response).

13. Academic Staff

All teachers (called 'Directresses):

- have Montessori theory and practical qualifications awarded by accredited training institutions;
- are first aid and CPR trained and certified;
- are committed to life-long learning and professional development and attend workshops and training courses periodically to update, refresh and expand their knowledge and skills repertoire;
- are members of SACE (South African Council of Educators); and
- are dedicated and loving educators who subscribe to the maxim:
"The mediocre teacher tells. The good teacher explains. The great teacher inspires."
~ William Arthur Ward

14. 2016 Terms

The School operates in accordance with the four term government school calendar.

TERM 1	
Start Date:	13 th January
End Date:	18 th March
TERM 2	
Start Date:	5 th April
End Date:	24 th June
Public Holidays:	27 th April (Freedom Day)
	1 st May (Workers Day)
	2 nd May (Public Holiday)
	16 th June (Youth Day)
	17 th June (School Holiday)
TERM 3	
Start Date:	18 th July
End Date:	30 th September
Public Holidays:	9 th August (Women's Day)
	24 th September (Heritage Day)
TERM 4	
Start Date:	10 th October
End Date:	7 th December

15. Operating Hours

- The school gate is opened at 07:30am and supervisory staff are on duty from this time.
- Pre-primary School Hours:

Half Day:	8:00am – 1:00pm
Full Day:	8:00am – 5:00pm
- Primary School Hours:

Half Day:	8:00am – 1:30pm
Full Day:	8:00am – 5:00pm

16. Arrival & Departure Policy

- All classes start promptly at 8:00am. Please ensure that your child/children is/are not late for school, as he/she/they miss out on a vital part of their day and late arrivals are disruptive to the other children in the class.

- It is customary at the school for your child/children to shake hands with his/her/their teacher upon arrival, and on departure.
- Children will not be released to any unauthorised person. In the event of your child/children being collected by an unfamiliar person, please ensure that, prior to collection, you inform the office and your child's/children's teacher with the relevant details (i.e. – name; relationship to pupil; and scheduled collection time).
- In the event that you are running late, please contact the school office and your child's/children's teacher will be advised accordingly.

17. Absenteeism Policy

- In accordance with government policy, a pupil who has been absent for more than thirty days during the school year, may not be promoted to the next level.
- Parents are required to notify the school office between 8:30am and 9:30am of their child's/children's absence.
- In the case of illness, a doctor's certificate is required for absence of three days or longer.

18. School Requirements

- A healthy snack for your child/children to eat at mid-morning snack time. A sandwich and one piece of fruit and/or a cheese wedge are usually ample. Sweets, chocolates and fizzy drinks/Energade and high sugar biscuits are not allowed.
- Full day children are required to bring a packed lunch and an afternoon snack.
- A change of clothes, sun block and a sun hat, during the summer months.
- One box of tissues per term.

19. General School Rules

- All personal items must be clearly marked with the child's name.
- Parents are requested not to allow children to bring toys to the school, as there is no place for toys in a Montessori environment. Also, children become distressed if a favourite toy is broken and parents are displeased if an expensive toy is lost.
- If parents find any Montessori equipment in their child's bag, please ensure it is returned. Montessori equipment is expensive and difficult to replace, and often one missing part can render the material useless.
- Children are not allowed to bring cell phones to school. In the event that a child needs to contact his/her parent(s), the class teacher will escort him/her to the office to use the school phone.

20. Birthdays

When your child/children has a birthday during the week and he/she would like to celebrate with us during school hours, we would appreciate it if you would let us know ahead of time, as we use this as an exercise for teaching the children the understanding of time. Also, we thoroughly enjoy parents being able to participate in these celebrations.



21. Medical & Health Policy

- Please do not send your child/children to school if he/she/they has/have a high temperature, unexplained rash or contagious condition.
- Please ensure that your child's vaccinations are kept up-to-date.
- Should your child show any signs of illness whilst at the school, you will be notified immediately.
- Medicines must be clearly marked with the child's name, and specific instructions need to be recorded on the medical administration register, which is available from the class teacher.

22. Extra Murals

- Extra mural activities are scheduled outside of the academic work cycle.

23. Code of Ethics

The principles and ideas of Montessori on the integrity and needs of children underpin all aspects of the school. Pupils, parents and academic and administrative staff strive to apply these same principles in their work and relationships with each other. All members are expected to act with integrity and dignity and to respect each other.

24. Code of Conduct

In order for us to follow the Montessori method as well as possible we have instilled some ground rules. Ground rules protect the rights and liberty of each individual child and the group as a whole. They promote the internalisation of good social behaviour and values including: self control of impulses, consideration for others, a sense of responsibility for oneself and the welfare of the group. Ground rules can help to make life at school easier, make the days run more smoothly, enable children to be more independent and help to develop responsibility. The number of ground rules are generally kept to a minimum, stated and presented in a positive manner with the emphasis on safety, respect for others and the environment and the results benefit all members of the group.

The children are made aware of behaviour which is acceptable and that which is not. Issues arising between children are always discussed with them first, failing which, the time-out method ("The Thinking Chair") has proved successful in the Preschool. Parents will be called in to discuss discipline problems if need be. If a disciplinary problem does arise, it is dealt with individually, keeping the child's self esteem in mind at all times.

Please make yourself and your child/children aware of the following general conduct rules:

Children are required to:

- arrive at school on time;
- treat others with respect and dignity;
- look after their own belongings;

- pick up their own litter;
- stay within the allocated areas in the playground;
- respect classrooms and equipment;
- adhere to classroom rules;
- replace equipment that they break;
- never throw sand, stones or sticks; and
- **never threaten any other person physically or verbally, use racist, offensive or derogatory language, harass another person, bully or steal.**

Primary School Code of Conduct Agreement

A detailed code of conduct to be adopted by the primary school children can be found in the Application Form ('Primary School Code of Conduct Agreement'), which must be signed by primary school pupils and their parents and submitted with the remaining registration documentation.

Primary School pupils must agree to:

1. not be late for school;
2. be prepared for school;
3. do his/her work to the best of his/her ability;
4. treat others with respect and dignity;
5. look after his/her belongings;
6. respect the property of others;
7. not play in areas that are out of bounds;
8. ensure the toilet is clean and tidy after he/she has used it;
9. make sure that he/she keeps his/her classroom neat and clean;
10. make sure that he/she throws away his/her rubbish in the dustbin;
11. ensure that he/she does not misuse any of the equipment;
12. not use insulting or offensive language;
13. not bully, intimidate or behave in a violent manner;
14. not take property that does not belong to him/her;
15. observe school rules to the best of his/her ability;
16. respect his/her teacher and the teachers on aftercare duty;
17. treat the school property with respect and replace anything he/she breaks;
18. report to his/her teacher anything that makes him/her unhappy;
19. complete his/her homework every day;
20. not disturb another person working in the classroom;
21. give his/her parents notices to sign and return them to school; and
22. read the code of conduct and understand it.

Primary Children Discipline Procedure

Level 1: Verbal Warning

The teacher issuing the verbal warning will hand the child a verbal warning slip, which the child needs to take home and ask a parent to sign. Verbal warning slips will be kept on file. Three verbal warnings for the same offence will lead to a written warning.

Level 2: Written warning

A written warning will be given to the pupil to take home for a parent's signature and the teacher involved will contact the parents.

Level 3: disciplinary hearing

When serious offences are committed and verbal/written warnings are inadequate, the school will hold a disciplinary meeting before a decision is taken on what action should be imposed, which could result in suspension or expulsion.

25. Fees: 2016

OPTION 1: ANNUAL FEES	2016					
	Preschool		School Readiness		Primary School	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Annual Fees:	R27 620.00	R38 112.00	R30 162.00	R40 997.00	R35 175.00	R46 014.00
Discount 5%:	R1 381.00	R1 905.60	R1 508.10	R2 049.85	R1 758.75	R2 300.70
Invoice Value*:	R26 240.00	R36 210.00	R28 660.00	R38 950.00	R33 420.00	R43 720.00

OPTION 2: TERMLY FEES	2016					
	Preschool		School Readiness		Primary School	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Termly Fees:	R6 905.00	R9 528.00	R7 540.50	R10 249.25	R8 793.75	R11 503.50
Invoice Value*:	R6 910.00	R9 530.00	R7 550.00	R10 250.00	R8 800.00	R11 510.00

OPTION 3: MONTHLY FEES	2016					
	Preschool		School Readiness		Primary School	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Monthly Fees:	R2 301.66	R3 176.00	R2 513.50	R3 416.41	R2 931.25	R3 834.50
Invoice Value*:	R2 310.00	R3 180.00	R2 520.00	R3 420.00	R2 940.00	R3 840.00

10% discount applies to the 2nd and subsequent sibling attending the school (school fees only)

ADMISSION FEES <small>Admission Fees = Reg. Fee + Deposit</small>	2016					
	Preschool		School Readiness		Primary School	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Registration Fee	R1 500.00	R1 500.00	R1 500.00	R1 500.00	R1 500.00	R1 500.00
Deposit	R2 310.00	R3 180.00	R2 520.00	R3 420.00	R2 940.00	R3 840.00

ADDITIONAL COSTS	AMOUNT
Supplementary Learning Materials:	
Senior Primary Pupils	R350.00
Junior Primary Pupils	R300.00
School Readiness Pupils	R200.00

NOTES
Overdue accounts are subject to a 10% late payment penalty.

* The invoice value figures are rounded up to the nearest R10.

26. Payment Options

The annual fee can be paid on a monthly, termly or annual basis.

Annual Fee: Option 1

- Annual fees are payable in advance on/prior to the first day of the first term.
- In this case, a 5% full settlement discount is deducted from the annual fee.
- In order to be eligible for the discounted rate, fees must be paid on/prior to the first day of the first term.
- Payment can be made by cheque, credit card, direct deposit, electronic transfer (EFT) or in cash.
- In the event that you wish to pay by credit card, the 5% discount does not apply and the full annual fee is payable.
- In the case of direct deposit and EFT payments, please use your child's/children's full name(s) as the beneficiary reference and email/fax confirmation of the transaction to modmontdbn@global.co.za **and** modmont@global.co.za / (031)767-4627.

Termly Fee: Option 2

- Termly fees are payable in advance on/prior to the first day of each term (*please refer to point 14 above for specific dates*).
- Termly fee = annual fee ÷ 4.
- Payment can be made by post-dated cheques or future-dated (recurring) electronic transfer (EFT).
 - Post-dated cheques
 - All four post-dated cheques dated for the first day of each term, must be submitted prior to the first day of the first term.
 - Please reference your child's/children's full name on the reverse of each cheque.
 - Future-dated EFT
 - A bank issued confirmation schedule of all four future-dated EFT payments must be submitted prior to the first day of the first term.
- Please use your child's/children's full names as the beneficiary reference and confirmation of each individual transaction must be emailed/faxed to modmontdbn@global.co.za **and** modmont@global.co.za / (031)767-4627.
- Overdue accounts are subject to a 10% late payment penalty charge.

Monthly Fee: Option 3

- Monthly fees are payable in advance on/prior the first day of each month (1st January – 1st December).
- Monthly fee = annual fee ÷ 12
- Payment can be made by post-dated cheques or future-dated (recurring) electronic transfer (EFT).
 - Post-dated cheques
 - All twelve post-dated cheques dated for the first day of each month, must be submitted prior to the first day of the first term.

- Please reference your child's/children's full name on the reverse of each cheque.
- Future-dated EFT
 - A bank issued confirmation schedule of all twelve future-dated EFT payments must be submitted prior to the first day of the first term.
 - Please use your child's/children's full names as the beneficiary reference and confirmation of each individual transaction must be emailed/faxed to modmontdbn@global.co.za and modmont@global.co.za / (031)767-4627.
- Overdue accounts are subject to a 10% late payment penalty charge.

27. Admission Fees

- Admission fees are comprised of the registration fee and the deposit.
- The registration fee of R1 500.00, in addition to a deposit of one month's school fees, is payable upon submission of the application form and accompanying documentation.
- The admission fees can be paid by cheque, credit card, direct deposit, electronic transfer (EFT) or in cash.
- In the case of direct deposit and EFT payments, please use your child's/children's full name(s) as the beneficiary reference and email/fax confirmation of the transaction to modmontdbn@global.co.za and modmont@global.co.za / (031)767-4627.
- The registration fee is non-refundable.
- The deposit is refunded upon the child/children leaving the school on the proviso that notice of one full term has been submitted in writing to the office and the child's/children's class teacher on the final day of the penultimate term of attendance.

28. Banking Details

Name of Account:	The College of Modern Montessori, Durban
Bank:	Standard Bank
Branch:	Rosebank
Branch Code:	004305
Account Number:	00-203-125-6

29. Termination of Tuition & Notice Period Policy

- In the event that you wish to remove your child/children from the school, notice of one full term must be submitted in writing to the office and your child's/children's class teacher on the final day of the penultimate term of attendance.
- Failure to do so will result in forfeiture of the deposit, in addition to you being liable for one full term's fees in lieu of notice.

30. Testimonial – A Pupil’s Perspective

Past pupil, David Diack, attended the school between the ages of three and twelve. At the beginning of 2011, David embarked upon his secondary schooling at St. Benedict School, an exclusive private school in Pinetown, KZN, where he is currently reportedly flourishing. We take great pride in presenting the following charming letter to the school from David, which encapsulates his thoughts on the school, his teacher and how his pre-primary and primary education prepared him for his future.

10th November 2010

I started going to Yvonne’s Montessori school when I turned three. I loved it from the word ‘go’. There was so just so much to learn, and the classroom was a very interesting place for me.

I was so lucky to be in the Montessori school until I turned twelve, and then I had to say goodbye. But it prepared me so well for high school. I think my general knowledge is excellent because I was taught so many different things in great detail.

Montessori teachers taught me how to respect myself, my friends and other people. At Montessori we talk things through when we have problems. We all have a voice and this makes us feel unique and special so we learn how to deal with problems and people in a civilised way.

It also taught me how important it is to respect the smallest little animal or plant.

What a pity the whole world cannot receive a Montessori education. The Modern Montessori school is the greatest, and Yvonne is the best teacher I ever had. I will never forget her. When I think of the school it feels like home.

Thank you.

David Diack (13 years old)

31. Conclusion

Parents are encouraged to familiarise themselves with the contents of this prospectus and in the event that they have any queries with the information contained herein, please have no hesitation in contacting us.