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# PARENTS HANDBOOK

## SCHOOL RULES AND REGULATIONS

## WELCOME TO THE SANDTON MONTESSORI PRE-SCHOOL

OUR AIM IS FOR YOUR CHILD TO HAVE A HAPPY AND  
REWARDING EXPERIENCE, PROVIDING A SOLID FOUNDATION  
FOR THEIR SCHOOLING YEARS. IN ACCORDANCE WITH  
MONTESSORI PRINCIPLES, WE ENDEAVOUR TO INSTILL  
INDEPENDENCE AND A DESIRE FOR SELF KNOWLEDGE  
WITHIN EACH CHILD.

OUR GOAL IS TO OFFER AN INTEGRATED APPROACH TO LEARNING WITH  
ALL LEARNING AREAS INTERWOVEN AND CONNECTED.

WITH BOTH HEART AND MIND, WE BUILD CARING  
COMMUNITIES, DESIGN SCHOOLS THAT DEVELOP CHILDREN'S  
WISDOM AND EMOTIONAL STRENGTH ALONG WITH THEIR  
INTELLECT AND PHYSICAL STRENGTH, AND OPERATE  
INSTITUTIONS WITH BALANCE.

TEACHING IS OUR PLEASURE, LOVE FOR CHILDREN IS OUR JOY  
AND WITH THIS IN HEART AND MIND WE WELCOME YOU  
AND YOUR CHILD TO SANDTON MONTESSORI PRE-SCHOOL

## **FEES**

- \* R65 488.50 PER ANNUM
- \* A DISCOUNT OF 5% IS GIVEN ON ANNUAL FEES IF PAID IN FULL BEFORE THE END OF JANUARY. THIS DISCOUNT RELATES ONLY TO THE TUITION FEES AND IS NOT APPLICABLE TO OTHER CHARGES
- \* R21 829.50 PER TERM (3 TERMS)
- \* TERMLY FEES ARE PAYABLE IN ADVANCE NO LATER THAN THE END OF THE FIRST WEEK OF THE NEW TERM. A TERM CONSISTS OF FOUR MONTHS
- \* R5 457.00 PER MONTH (12 CONSECUTIVE MONTHLY PAYMENTS FROM JANUARY TILL DECEMBER)
- \* 3 DAY WEEK (BUNNY CLASS ONLY) R3 600.00 PER MONTH
- \* 4 DAY WEEK (BUNNY CLASS ONLY) R4 800.00 PER MONTH
- \* **IF A LEARNER JOINS THE SCHOOL DURING THE COURSE OF THE YEAR, THEN THE MONTHLY FEE PAYABLE WILL BE RECALCULATED ACCORDINGLY. THE SAME APPLIES TO THE AFTERCARE FACILITY.**
- \* MONTHLY FEES ARE PAYABLE IN ADVANCE BY NO LATER THAN THE 5<sup>TH</sup> OF EVERY MONTH
- \* R3 300.00 ANNUAL AMENITIES LEVY AND CURRICULUM ENRICHMENT ALLOWANCE IS PAYABLE BY EVERY LEARNER TOGETHER WITH THE FIRST PAYMENT
- \* R1 210.00 STATIONERY LEVY IS PAYABLE ANNUALLY BY EVERY LEARNER IRRESPECTIVE OF WHEN THE LEARNER JOINS THE SCHOOL. NO STATIONERY WILL BE RETURNED AT THE END OF THE YEAR AND THIS AMOUNT IS NON-REFUNDABLE EVEN IF A LEARNER LEAVES THE SCHOOL DURING THE COURSE OF THE YEAR.
- \* AFTERCARE FACILITIES ARE AVAILABLE AT THE FOLLOWING RATES:
  - R6 600.00 PER ANNUM
  - R2 800.00 PER TERM (3 TERMS)
  - R700.00 PER MONTH (12 CONSECUTIVE MONTHLY PAYMENTS FROM JANUARY TILL DECEMBER)
  - R150.00 PER DAY ON AN AD HOC BASIS

**AFTERCARE ENDS AT 5.00PM. CHILDREN ARE TO BE COLLECTED TIMEOUSLY. A LATE COLLECTION FEE OF R50.00 PER 15 MINUTES OR PART THEREOF WILL BE CHARGED FOR ALL LATE PICK UPS, AND NO EXCEPTIONS WILL BE MADE IN THIS REGARD.**

- ★ LEARNERS NOT COLLECTED BY 1.00PM MONDAY TO THURSDAY AND BY 12.15PM ON FRIDAY WILL JOIN THE AFTERCARE FACILITY AND THE DAILY AD HOC AFTERCARE RATE WILL BE CHARGED
- ★ MEALS R8 640 PER ANNUM, R2 880.00 PER TERM, R720.00 PER MONTH. MEALS ARE CALCULATED FOR THE ACTUAL SCHOOL DAYS PER ANNUM. PLEASE NOTE THERE IS NO REFUND ON MEALS FOR ABSENTEEISM.
- ★ CLAMBER CLUB (BUNNY GROUP) AND BUZZ DRAMA (3-6-YEAR-OLD GROUP) ARE COMPULSORY EXTRA MURAL ACTIVITIES. THE FEES FOR THESE WILL BE DEBITED TO YOUR ACCOUNT AT THE BEGINNING OF EACH TERM.
- ★ A 5% DISCOUNT IS GIVEN FOR SIBLINGS ON TUITION FEES ONLY
- ★ IN THE EVENT OF FEES BEING OVERDUE OR NOT PAID, THEN THE SCHOOL RESERVES THE RIGHT TO WITHHOLD ANY AND ALL SERVICES TO THE LEARNER
- ★ IF PAYMENT MADE BY CHEQUE OR DEBIT ORDER ARE NOT HONORED, THEN A CHARGE EQUIVALENT TO THE GOING BANK RATE WILL BE DEBITED TO YOUR ACCOUNT
- ★ PLEASE NOTE THAT FEES ARE PAYABLE EVEN DURING A CHILDS ABSENCE DUE TO ILLNESS OR HOLIDAY ARRANGEMENTS AND WHEN THE SCHOOL IS CLOSED DURING SCHOOL HOLIDAYS, AND ARE PAYABLE ANNUALLY, TERMLY OR MONTHLY AS AGREED
- ★ IF YOU WISH TO REMOVE A LEARNER FROM THE SCHOOL, WRITTEN NOTICE IS REQUIRED A TERM IN ADVANCE, OR A FULL TERMS FEES IN LIEU OF NOTICE. VERBAL NOTICES ARE NOT ACCEPTED AND NO EXCEPTIONS WILL BE MADE IN THIS REGARD
- ★ THE FOLLOWING ARE NOT INCLUDED IN THE SCHOOL FEES: ORGANISED ACTIVITIES HELD AT SCHOOL SUCH AS PUPPET SHOWS, OUTINGS OR EDUCATIONAL TALKS, INDIVIDUAL OR CLASS PHOTOGRAPHS TAKEN OF YOUR CHILD
- ★ OUR BANK DETAILS ARE AS FOLLOWS:

ACC NAME:	SANDTON MONTESSORI PRE-SCHOOL CC
BANK:	FIRST NATIONAL BANK
BRANCH:	WIERDA VALLEY
BRANCH CODE:	260 950
ACC NO:	6215 4744 736
SWIFT CODE:	FIRNZAJJ

**PLEASE USE YOUR CHILDS NAME AND SURNAME AS A REFERENCE**

IN ORDER TO ENSURE A SUCCESSFUL RELATIONSHIP  
BETWEEN HOME AND SCHOOL AND ACKNOWLEDGING THAT  
EVERYTHING WE DO IS IN THE BEST INTEREST OF YOUR CHILD,  
PLEASE TAKE CAREFUL NOTE OF THE FOLLOWING:

### **GETTING STARTED**

LEAVING THE SECURITY OF A FAMILIAR HOME ENVIRONMENT CAN BE UNSETTLING FOR SOME CHILDREN AND EVEN SOME PARENTS. THIS IS QUITE NORMAL, BUT ENSURE THAT THE CHILD'S FEELINGS ARE NOT JUST A PROJECTION OF YOUR OWN ANXIETY OF THE CHANGES THAT ARE ABOUT TO OCCUR. THEY ARE VERY SENSITIVE AND OPEN TO OUR EVERY WORD AND GESTURE. EACH CHILD IS WELCOMED BY NAME ON A DAILY BASIS AND IS MADE TO FEEL PROTECTED AND CARED FOR WHILE THEIR CURIOSITY AND LOVE FOR LEARNING FLOURISHES. TO HELP WITH THE TRANSITION HERE ARE A FEW TIPS WHICH MAY BE HELPFUL:

- ★ TALK TO YOUR CHILD ABOUT STARTING SCHOOL AND WHAT TO EXPECT WITH CHEERFUL OPTIMISM
- ★ EXPLAIN TO THEM THAT YOU WILL BE DROPPING THEM OFF TO PLAY AND HAVE FUN WITH THEIR NEW FRIENDS AND THAT YOU WILL BE BACK TO FETCH THEM A LITTLE WHILE LATER
- ★ PLEASE MAKE THE GOODBYE BRIEF WITH A QUICK HUG. CHILDREN ALWAYS SETTLE DOWN AFTER PARENTS HAVE LEFT AND ARE ABLE TO COPE AND FEEL SAFE
- ★ ENSURE THAT YOU COLLECT YOUR CHILD ON TIME SO AS TO AVOID ANY FEELINGS OF INSECURITY
- ★ MOST OF ALL BE POSITIVE ABOUT SCHOOL AS THIS IS A VITAL PART OF A CHILD'S DEVELOPMENT AND AN EXCITING STEP ALONG THE PATH OF LIFE

YOUR CHILDREN ARE OUR PRIMARY CONCERN. OUR TEACHERS ARE EXPERIENCED AND QUALIFIED IN TAKING CARE OF AND PROVIDING A SOLID PLATFORM IN EDUCATION FOR THEM. PLEASE RESPECT THEIR QUALIFICATIONS AND ADHERE TO THEIR REQUESTS, AS WELL AS THE SCHOOLS RULES. WORKING TOGETHER WILL PROVIDE A STABLE AND LOVING ENVIRONMENT FOR YOUR CHILD.

A CHILD'S EDUCATION IS NOT THE SCHOOLS RESPONSIBILITY ALONE AND WE BELIEVE STRONGLY IN THE SUPPORT OF THE CHILD'S PRIMARY CAREGIVERS. A STRONG RELATIONSHIP BETWEEN HOME AND SCHOOL IS ESSENTIAL TO A SOLID FOUNDATION. THERE NEEDS TO BE AN OPEN AND SUPPORTIVE RELATIONSHIP BETWEEN THE SCHOOL AND THE PARENTS. TO MAKE THE MOST OF WHAT IS CREATED IN THE MORNING BY YOUR CHILD AND THE SCHOOL, NEEDS TO BE PARTNERED AT HOME BY YOU THE PARENT.

### **AGES/GROUPS**

BUNNY GROUP	18 MONTHS – 3 YEARS
3-6 GROUPS	3-6 YEARS OLD

A PRE-REQUISITE FOR THE 3-6-YEAR-OLD GROUPS IS THAT THE CHILD IS FULLY POTTY TRAINED

### **THINGS TO BRING ON THE FIRST DAY**

- \* 1 FACE CLOTH
- \* 1 SUN HAT
- \* A WATER BOTTLE
- \* A BLANKET AND CUSHION IF YOUR CHILD IS IN THE BUNNY CLASS OR WILL BE STAYING FOR AFTERCARE

**ALL THE ABOVE ITEMS MUST BE CLEARLY MARKED WITH YOUR CHILDS NAME**

### **SCHOOL HOURS**

**CLASSES RUN FROM 8.00am TO 12.45 pm MONDAY TO THURSDAY AND 8.00am TO 12.00pm ON FRIDAYS. LEARNERS MAY BE DROPPED OFF FROM 7.30am AND MUST BE COLLECTED NO LATER THAN 1.00pm MONDAY TO THURSDAY AND NO LATER THAN 12.15pm ON FRIDAY.**

LEARNERS NOT COLLECTED BY THESE TIMES WILL JOIN THE AFTERCARE FACILITY AND THE DAILY AD HOC RATE WILL APPLY.

PLEASE BE PROMPT WHEN COLLECTING YOUR CHILD AS THEY CAN BECOME EASILY DISTRESSED WHEN SEEING OTHER CHILDREN LEAVING. LEARNERS MUST BE DROPPED OFF BY NO LATER THAN 7.55am. THEREAFTER THE GATE WILL BE LOCKED. PLEASE NOTE THAT OUR PROGRAM IS COMPLEX AND CAREFULLY PLANNED.

THE CHILDREN ARE GUIDED THROUGH DIFFERENT ACTIVITIES WHICH ARE DESIGNED TO NUTURE THEIR DEVELOPMENT. LATE ARRIVALS CAUSE A CHILD TO MISS PART OF THE PROGRAMME AND DISRUPTS THE SMOOTH RUNNING OF THE CLASS.THE SCHOOL HAS A STRUCTURED BUT FLEXIBLE PROGRAM WHICH ENSURES A STIMULATING AND FUN FILLED ENVIRONMENT WHERE OPTIMUM LEARNING CAN TAKE PLACE.

### **AFTERCARE**

AFTERCARE IS AVAILABLE AT THE SCHOOL FROM 1.00pm MONDAY TO THURSDAY AND FROM 12.15 pm ON FRIDAY UP UNTIL 5.00pm AT THE FOLLOWING RATES:

R6 600.00 PER ANNUM

R2 800.00 PER TERM

R700.00 PER MONTH (12 CONSECUTIVE MONTHLY PAYMENTS FROM JANUARY TILL DECEMBER)

R150.00 PER DAY ON AN AD HOC BASIS

**AFTERCARE ENDS AT 5.00PM. CHILDREN ARE TO BE COLLECTED TIMEOUSLY. A LATE COLLECTION FEE OF R50.00 PER 15 MINUTES OR PART THEREOF WILL BE CHARGED FOR ALL LATE PICK UPS, AND NO EXCEPTIONS WILL BE MADE IN THIS REGARD.**

### **MEDICAL EMERGENCY**

THE SCHOOL IS A FULL PAYING MEMBER OF ADT, WHICH APART FROM PROVIDING REGULAR VEHICLE PATROLS IN OUR AREA, HAS A DEDICATED VEHICLE LINKED TO THE ER24 MEDICAL TRANSPORTATION SERVICE THAT WILL ASSIST CHILDREN AND ALL SCHOOL PERSONNEL IN THE EVENT OF A MEDICAL EMERGENCY ON THE SCHOOL PREMISES

### **EARLY IDENTIFICATION AND INTERVENTION**

AT THE BEGINNING OF THE YEAR VISITING PROFESSIONALS CARRY OUT AUDITORY AND VISUAL SCREENING. THE SCHOOL BELIEVES IN EARLY IDENTIFICATION AND INTERVENTION IN POTENTIAL PROBLEMS. WE HAVE A RESIDENT SPEECH AND HEARING THERAPIST, OCCUPATIONAL THERAPIST, PHYSIOTHERAPIST AND EDUCATIONAL PSYCHOLOGIST.

THESE PROFESSIONALS CONSULT AND GIVE THERAPY AT SCHOOL DURING SCHOOL HOURS. SHOULD YOUR CHILD NEED ADDITIONAL ATTENTION IN THEIR VERY IMPORTANT DEVELOPMENTAL AREAS, OUR TEACHERS WILL STRIVE TO WORK CLOSELY WITH THESE THERAPISTS TO FURTHER ASSIST YOUR CHILD. THE USE OF THESE THERAPISTS WILL BE DIRECTLY FOR THE PARENTS ACCOUNT.

### **SAFETY AND SECURITY**

THE SAFETY OF YOUR CHILD IS OF UTMOST IMPORTANCE TO US. WE ARE LINKED TO TWO 24 HOUR SECURITY REACTION COMPANIES AND HAVE PANIC BUTTONS IN ALL THE CLASSROOMS AND ON OUR PERSON. THERE IS A SECURITY GUARD ON THE PREMISES FROM 7.00am TO 5.00pm DAILY. ALL CHILDREN ARE TO BE ACCOMPANIED INTO SCHOOL AND HANDED OVER TO A DIRECTRESS OR AN ASSISTANT.

LEARNERS ARE NOT ALLOWED TO WALK INTO THE SCHOOL ALONE AND THEY MUST BE COLLECTED FROM THE CLASS. NO LEARNERS WILL BE LEFT AT THE GATE WAITING TO BE COLLECTED. SHOULD THERE BE ANY CHANGES TO THE PERSON DROPPING OFF OR COLLECTING THE CHILD PLEASE INFORM THE DIRECTRESS. PLEASE PROVIDE THE SCHOOL WITH A LIST OF PEOPLE WHO MAY OR MAY NOT COLLECT YOUR CHILD.

### **CHANGES IN EMERGENCY AND CONTACT DETAILS**

PLEASE NOTIFY THE SCHOOL IN WRITING OF ANY CHANGES IN CONTACT DETAILS.

### **PARKING**

PLEASE DO NOT PARK ON NEIGHBOURING PROPERTIES OR IN THEIR DRIVEWAYS. PERMISSION TO OPERATE THE SCHOOL DEPENDS LARGELY ON COMPLIANCE WITH THE ABOVE RULES. PLEASE DO NOT BLOCK THE DRIVE IN ENTRANCE AS THIS IS RESERVED FOR STAFF USE ONLY.

PLEASE BE CONSIDERATE OF OTHER PARENTS DROPPING OFF AND COLLECTING THEIR CHILDREN FROM SCHOOL BY NOT PARKING DIRECTLY IN FRONT OF THE ENTRANCE GATE TO THE SCHOOL WHERE THE ORANGE CONES ARE PLACED.

### **LOCKERS AND MESSAGE POUCHES**

PLEASE CHECK AND CLEAR YOUR CHILDS LOCKER AND MESSAGE POUCH ON A DAILY BASIS.

### **ILLNESS AND ABSENCE FROM SCHOOL**

PLEASE NOTIFY THE SCHOOL TELEPHONICALLY IF YOUR CHILD IS SICK AND WILL NOT BE ATTENDING. FOR THE BENEFIT OF EVERYONE PLEASE KEEP YOUR CHILD AT HOME UNTIL HE / SHE IS FULLY RECOVERED. THIS IS TO PREVENT A CIRCLE OF INFECTION AND RE-INFECTION.

NO CHILD MAY ATTEND SCHOOL IF THEY HAVE A TEMPERATURE OF 38 DEGREES OR HIGHER, HAVE GREEN MUCOUS OUT OF THEIR NOSE, RUNNING TUMMY OR ANY OTHER CONTAGIOUS ILLNESS. THE SCHOOL MAY ASK FOR A MEDICAL CERTIFICATE BEFORE A CHILD RETURNS TO SCHOOL AFTER A CONTAGIOUS ILLNESS. PLEASE NOTE THAT WE ARE NOT ALLOWED TO ADMINISTER ANY MEDICATION (ALLOPATHIC/HOMEOPATHIC) TO YOUR CHILD.

### **MEALS**

THE SCHOOL OFFERS MEALS AT A MINIMAL COST FOR THOSE PARENTS WHO WISH TO MAKE USE OF THIS FACILITY. WE HAVE SECURED THE SERVICES OF A QUALIFIED CHEF WHO PROVIDES WHOLESOME, HEALTHY MEALS WHICH ARE DELIVERED FRESH TO THE SCHOOL EVERY MORNING. THIS SERVICE IS NOT AVAILABLE ON AN AD HOC BASIS AND IS BILLED IN ADVANCE FOR THE MONTH. THE MENU CHANGES EVERY TERM.

### **SNACK/LUNCH (FOR THOSE LEARNERS NOT PARTAKING IN THE SCHOOL MEALS)**

CHILDREN NEED TO BRING A MID MORNING SNACK. A SIMPLE HEALTHY LUNCH IS SUFFICIENT. PLEASE DO NOT PACK SWEETS, CHOCOLATES, CAKES OR FIZZY DRINKS AS THESE ARE NOT ALLOWED.

### **REPORTS/COMMUNICATION**

DURING THE FIRST TERM YOU WILL RECEIVE A VERBAL REPORT. A MID YEAR PROGRESS REPORT WILL BE ISSUED DURING TERM 2, AND A COMPREHENSIVE WRITTEN REPORT WILL BE ISSUED DURING TERM 3. HOWEVER, SHOULD YOU HAVE ANY CAUSE FOR CONCERN PLEASE FEEL FREE TO SCHEDULE AN APPOINTMENT WITH THE DIRECTRESS. PLEASE NOTE THAT NO DISCUSSIONS WILL BE ENTERTAINED DURING DROP OFF AND PICK UP TIMES.

### **TOYS/PERSONAL BELONGINGS**

NO TOYS OR PERSONAL BELONGINGS ARE ALLOWED AT SCHOOL. THESE CAUSE STRIFE AMONGST THE CHILDREN AND A SOURCE OF CONCERN FOR THE STAFF. PLEASE ENSURE THAT THESE ARE LEFT AT HOME.

### **BAKERS DAY**

ONCE A YEAR EACH CHILD HAS A CHANCE TO BE THE BAKERSMAN. IT IS A FUN AND SIMPLE WAY OF INTRODUCING THE LEARNERS TO BUSINESS ENTERPRISE. THE "BAKER" GETS TO WEAR A CHEF'S HAT AND THEIR FRIENDS GET COINS PROVIDED BY THE SCHOOL. THEY LINE UP AND 'PURCHASE' FROM THE BAKER. PARENTS ARE TO SUPPLY A SAVOURY HEALTH SNACK FOR THIS. IT IS FUN AND EVERY LEARNER LOOKS FORWARD TO THEIR TURN

### **CLOTHING**

CLEARLY MARK ALL PERSONAL BELONGINGS. WE ACCEPT NO RESPONSIBILITY FOR LOST OR DAMAGED ITEMS. LOST PROPERTY IS SITUATED ABOVE THE LOCKERS IN THE CLASSROOM. THE CHILDREN NEED TO BE DRESSED IN COMFORTABLE CLOTHES THAT ENCOURAGE FREEDOM OF MOVEMENT.

THIS WILL ALSO ALLOW INDEPENDENCE WHEN GOING TO THE TOILET. PLACE A SPARE SET OF CLOTHING IN YOUR CHILDS BAG AS SOMETIMES ACCIDENTS DO OCCUR. PLEASE ENSURE THAT YOUR CHILD HAS A LABELLED SUN HAT FOR PLAYTIME OUTSIDE.

### **EXTRA MURALS**

BALLET, KARATE, COMPUTERS, SOCCER STARZ AND GYMNASTICS ARE OFFERED AT SCHOOL. THESE ARE OPTIONAL AND ARE DONE DURING THE COURSE OF THE SCHOOL MORNING USUALLY DURING OUTSIDE PLAYTIME. SHOULD YOU WISH FOR YOUR CHILD TO PARTAKE IN ANY OF THESE ACTIVITIES WE WILL SUPPLY YOU WITH THE RELEVANT APPLICATION FORMS.

YOU WILL THEN BE BILLED SEPERATELY BY THE RELEVANT EXTRA MURAL TEACHER. PAYMENTS MUST BE MADE DIRECTLY TO THEM AND NO CASH WILL BE ACCEPTED BY THE SCHOOL ON BEHALF OF THE EXTRA MURAL TEACHERS.

CLAMBER CLUB (BUNNY GROUP) AND DRAMA (3-6 YEAR OLD GROUP) ARE COMPULSORY EXTRA MURAL ACTIVITIES. THE FEES FOR THESE WILL BE DEBITED TO YOUR ACCOUNT AT THE BEGINNING OF EACH TERM.

### **OUR SCHOOL EQUIPMENT**

THE EQUIPMENT IN OUR SCHOOL IS IMPORTED AND IS THEREFORE VERY COSTLY. IT IS ALSO ESSENTIAL FOR OUR MATERIAL TO BE COMPLETE. IF ANY PIECES OF OUR MATERIAL COMES HOME, PLEASE RETURN THEM.

### **BIRTHDAY RING**

THIS IS A SPECIAL DAY FOR YOUR CHILD AND WE WILL TREAT IT AS SUCH. ON THE DAY OF YOUR CHILDS BIRTHDAY RING PLEASE SUPPLY ONLY CUP CAKES FOR THE CHILDREN. PLEASE DO NOT BRING IN PARTY PACKS AS THESE ARE NOT ALLOWED. PARENTS ARE MOST WELCOME TO JOIN US FOR OUR UNIQUE BIRTHDAY RING. ON THIS DAY WE ASK YOU TO DONATE A BOOK TO OUR LIBRARY. THIS WILL BE INSCRIBED WITH YOUR CHILDS NAME AND IT WILL NO DOUBT BENEFIT CHILDREN FOR MANY YEARS TO COME.



## **DISCIPLINE**

ONE OF THE GOALS OF THE MONTESSORI PROGRAMME IS TO HELP THE CHILD REACH A LEVEL OF INNER DISCIPLINE. THIS IS ACHIEVED BY DIRECTING THE CHILD TOWARDS A MEANINGFUL OR ENGAGING ACTIVITY. WHEN THE CHILD IS ENGAGED WITH OR CONCENTRATING ON A TASK OF CHOICE, THEY ARE IN ESSENCE SHOWING DISCIPLINED BEHAVIOUR. DISCIPLINE IS NOT A MATTER OF THE ADULT CONTROLLING THE CHILD.

BESIDES PROVIDING THE PROPER ENVIRONMENT FOR KEEPING A CHILD CONSTRUCTIVELY ENGAGED, THE MONTESSORI SCHOOL HAS GROUND RULES SET UP TO PROTECT INDIVIDUAL RIGHTS AND PRESERVE COHESION AND ORDER. THE RULES ARE EASY TO UNDERSTAND AND FEW IN NUMBER FOR THE CHILD TO GRASP.

WHEN AN INDIVIDUAL'S RIGHTS HAVE BEEN INFRINGED UPON OR AN ACTION IS UNSAFE, THE TEACHER TAKES POSITIVE STEPS FOR CORRECTING THE ACTION. THE MONTESSORI PHILOSOPHY OF EDUCATION FORBIDS PHYSICAL PUNISHMENT OF A CHILD, VERBAL ABUSE OR HUMILIATION.

DISCIPLINARY ACTION MAY INVOLVE:

- \* POSITIVE EXAMPLE BY THE TEACHER
- \* REITERATING THE RULES OBJECTIVELY
- \* COUNSELLING THE CHILD
- \* SETTING SPECIFIC LIMITATIONS FOR THE CHILD
- \* PROVIDING A CONCRETE CONSEQUENCE FOR AN ACTION
- \* QUIET TIME
- \* REMOVAL FROM THE CLASSROOM OR PLAYGROUND

**PLEASE NOTE:** RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE