



Welcome to **GROWING TREE MONTESSORI**

Fig Tree Farm, Hillcrest | www.growingtreemontessori.co.za

"From little seeds grow mighty trees"

We are so thrilled to introduce you and your little one to our wonderful school.

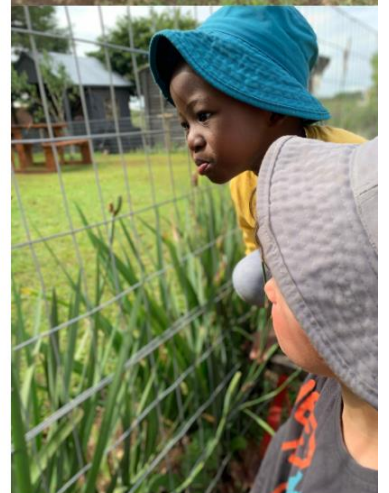
Growing Tree Montessori is a home away from home Montessori environment encompassing the original Montessori method.

We endeavor to provide your child with the highest quality Montessori education, with our fully trained staff and beautiful Montessori materials.

Our small class sizes will cater for children between the ages of 18 months to 6 years of age.

Our classes are grouped to align with developmental stages rather than by age ensuring your child's physical, as well as social and emotional needs, are being met.

We have created a space where your child will not only be truly seen and heard, but will also be truly loved and cared for.



Our carefully prepared Montessori environment has been thoughtfully put together to instill a deep love for learning as well as fostering independence, instilling a sense of responsibility, and building a self confidence within your child to last a lifetime.

Many of the lessons your child will be introduced to will be transferable into the family home.

We encourage your questions, and should you need further instruction on how to incorporate Montessori principles into your home environment, a consultation can be arranged.

At Growing Tree Montessori, your child will not only grow and learn, but they will truly thrive, as they discover the wonders of the world around them.

Parent testimonial

"Growing tree Montessori has been the rock and much needed stability in my child's life during this pandemic.

Growing Tree Montessori is really a home from home. Love and care flow from everyone."

-Nicky-

"The warmth and love from Eva & the Team at Growing Tree is like an extension of home which gives us complete assurance knowing that our little girl is in a safe & nurturing environment.

As parents, it fills our heart with joy to see our child so happy and eager to learn."

-Ashnee-



**For more
information Contact**

Eva

082 891 4129

eva@growingtreemontessori.co.za

ENROLMENT FORM - 2024

Child's Details:

Enrolment for (Date): _____

First name of Child: _____

Date of Birth: _____

Home Language: _____

Nationality: _____

Surname: _____

Age: _____

Gender: Boy/Girl

(Copy of Birth Certificate and Inoculation Card to be attached)

ENROLMENT PROCEDURE

- Your child's name will automatically be entered on to our waiting list. This application form does not necessarily guarantee your child a place in the school.
- When a position becomes available you will be contacted at one of the contact numbers below or via email. Please notify us of any change of phone number/address/email address, as your child may lose the position if we are unable to contact you.
- A non-refundable **Enrolment Fee of R 1 500.00** is payable on acceptance of a position offered. Failure to take up your position at Growing Tree Montessori Pre-School will result in this Registration fee being forfeited.

SCHOOL FEES (2023)

**5 Days a week - R 3 305.00 PER MONTH STRICTLY IN ADVANCE
(PAID OVER A 12 MONTH PERIOD) OR**

**R9 915 PER TERM IN ADVANCE
(PAID OVER 4 QUARTERS AT THE START OF EACH QUARTER) OR**

**R39 660 PER ANNUM IN ADVANCE
5% discount offered if paid in full before the last day of February 2023**

Discounts offered for siblings.

3 Days a week – R2 300.00

Daily Rate – R200.00 (minimum of 5 days a month)

**Banking Details: First National Bank
Acc No: 62858136924
Branch Code: 250655**

SCHOOL TERMS: The terms coincide with most of the private school calendars.

HOURS: The hours of the pre-school are from 08h00 – 12h30, Monday to Friday.

AFTERCARE: Aftercare is offered from 13h00, Monday to Friday by arrangement.
13:00 – 14:30 – R45
Monthly fee – R800.00

Please let us know how you heard about Growing Tree Montessori Pre-School?

☐ A friend ☐ A parent at the school ☐ A flyer ☐ Online/social media ☐ Referral

Parents' Details:

Marital Status: Single/Married/Separated/Divorced/Widowed

First Parent's Name: _____

First Parent's Occupation: _____

First Parent's Employer: _____

Employer's Address: _____

Employer's Contact Number: _____

ID Number: (Copy of ID to be attached) _____

Landline Number: _____ Cell Number: _____

Email Address: _____

Second Parent's Name: _____

Second Parent's Occupation: _____

Second Parent's Employer: _____

Employer's Address: _____

Employer's Contact Number: _____

ID Number: (Copy of ID to be attached) _____

Landline Number: _____ Cell Number: _____

Email Address: _____

Newsletters to: Both parents/Father only/Mother only

School Accounts to: Both parents/Father only/Mother only

Physical Address:

Postal Address:

Home Telephone Number: _____

Person, other than a parent, to contact in the event of an emergency and parents are unavailable:

Name: _____ Relationship to child: _____

Contact Numbers: Home _____ Work _____ Cell _____

NB: IN THE CASE OF SEPARATED FAMILIES:

Please note that the school requires full disclosure of the following (if applicable):

- Court rulings pertaining to custody, visitation and access
- Any interdicts, peace orders and the like that may have been issued.

To avoid misunderstanding in this case, please indicate your preferences below:

General Custodian: Father/Mother

Newsletters to: Both parents/Father only/Mother only

School Accounts to: Both parents/Father only/Mother only

Family Information:

1. Does your child have siblings?

<u>Name</u>	<u>Age</u>	<u>School</u>

Medical Information:

1. Was your child born full-term/premature?

Details: _____

2. Please indicate whether your child was born naturally or via c-section:

3. Were there any complications at birth? **YES/NO**

Details: _____

4. Does your child have any medical condition that we need to know about?

(i.e. Asthma, Epilepsy, Diabetes, Heart disease etc.)

Details: _____

5. Does your child take any medication on a regular basis?

Details: _____

6. Is your child prone to any allergies?

Details: _____

7. Has your child had any of the common childhood illnesses:

- Measles - German-Measles - Mumps - Chicken Pox

Others: _____

8. Does your child have any food intolerances/allergies that we need to know about?

Details: _____

9. Has your child had any operations?

Details: _____

10. May we administer Panado to your child should he/she be running a temperature and we are unable to contact you? **YES/NO**

11. May we administer First Aid and transport your child in the case of an emergency? **YES/NO**

Doctor's Details:

Name of Doctor: _____

Address: _____

Telephone Numbers: _____

May we contact your Doctor in the case of an emergency? **YES/NO**

Medical Aid Details:

Name of Medical Aid: _____

Medical Aid Plan: _____

Membership Number: _____

Name of Principal Member: _____

* * * * *

Reports:

Has your child ever been for an assessment of any sort (Educational, Speech, O.T. etc.)? **YES / NO**

If YES, please attach a copy of the relevant report/s.

If your child is currently at a Pre-School or has attended Pre-School before, please attach a copy of your child's latest School Report.

Religious Affiliations:

Whilst Growing Tree Montessori Pre-School is a Christian based pre-school, if we may, we would like to have details of your chosen faith in order that we may respect your child's culture and traditions, and should the opportunity arise, we would like to include them into our school curriculum should it be appropriate.

Religion: _____

Practicing/Non-Practicing

Collection /Aftercare:

Who will be collecting your child from school? Please provide names and contact details. Please ensure to inform your child's teacher if someone other than yourselves shall be collecting your child from school.

1. _____

2. _____

3. _____

Do you require aftercare for your child? (Available till 14h30) **YES/NO**

General Information:

Is there any other important information that we need to know about?

* * * * *

Stationary Requirements:

4 x box of tissues
1 x packet of wet wipes
1 x bottle of hand soap
2 x Pritt glue stick

1 x ream of copier paper/pack of coloured cardboard

INDEMNITY

By my signature hereto, I _____ in my capacity as mother/father and legal guardian of _____ hereby agree to be bound by the rules governing Growing Tree Montessori Preschool, which shall include but not be limited, to the following:

1. Growing Tree Montessori Pre-School, its teachers and/or staff shall not be liable for any loss, damage, illness and/or injury caused to my child and/or his/her property, either whilst attending school, participating in any extra mural activities offered at the school, or participating in school sanctioned events/trips. Your child's attendance at Growing Tree Montessori is completely voluntary and entrance is at your own risk.
2. I, in my personal capacity, accept full responsibility for all fees, costs and expenses when due.
3. I, in my personal capacity, have read and understood the Terms & Conditions as laid out by Growing Tree Montessori Pre-School and agree to abide by them at all times.
4. In the event of my default in terms of 2; I acknowledge that Growing Tree Montessori Pre-School shall be entitled to institute legal action against me for the recovery of all sums owing to it, and that in doing so, it may be entitled to proceed out of any Magistrates Court having competent jurisdiction to hear the matter, at which time I shall be liable for all Growing Tree Montessori Pre-School's legal costs calculated on the scale as between attorney and client inclusive of interest and collection commission.
5. Growing Tree Montessori Pre-School reserves the right, within its sole and absolute discretion, to deny access to any child admitted to the school, on account of the school fees being in arrears for 2 or more months.
6. **Growing Tree Montessori Pre-School requires three months written notice, should you wish to remove your child from the school for any reason.** In particular, Growing Tree Montessori Pre-School requires notice by the last day of the third term, should your child not be returning to Growing Tree Montessori Pre-School in the first term of the following year. Failure to give the required three months (3 months) notice, will result in all three months being billed to your account and payment for all three months (3 months) will become due immediately.
7. Growing Tree Montessori Pre-School reserves the right, within its sole and absolute discretion, to exclude any child admitted to the school on account of the child having, or subsequently developing, any special needs which, in the opinion of the Principal, the school is unable to accommodate for any reason whatsoever.
8. Growing Tree Montessori Pre-School reserves the right, within its sole and absolute discretion, to deny access to any child admitted to the school on the account of the child arriving at school after 08h00. The school gate will close at 08h00 and no children will be allowed entry thereafter.

Name: _____

Mother/Father/Legal Guardian

Signature: _____ Date: _____

As Witness: _____

As Witness: _____

Day to Day Procedures:

- **TO PACK**

Extra changes of clothes - We can at times do messy play and like to know our children have clean and dry clothes to change into once we are done. We have also found the weather in Hillcrest can change quite rapidly on some days. We would like your child to feel comfortable no matter the weather. **Please also ensure all clothes, shoes and other accessories are clearly labeled.**

A hat – this is extremely important as we encourage our children to be sun safe. You will receive a school hat with your enrolment fee. Please mark the hat clearly with your child's name. We will send hats home on a Friday to be washed. Your child's hat **MUST** be returned on a Monday.

A snack: We do not allow treat type items. There are various reasons for this so we would appreciate your co-operation in this regard. Treat type items will be sent home.

Please do not send: sweets, chips, chocolates, sweet biscuits, cakes, cupcakes, pancakes, waffles, sugary muffins, donuts, and chocolate spreads.

DO send fresh veg, fresh fruit and berries, sandwiches with nutritious fillings, dinner leftovers (we have a microwave for reheating), cheese wedges and slices, dried fruit, nuts, crackers, biltong, rice cakes, plain yoghurt, hardboiled eggs, ham slices, cheese muffins, mini quiches etc.

A pillow and blanket - If staying for aftercare and your child still naps please send a small pillow and a blanket for them to use for the week. We will send them home on the weekend to wash.

Main Gate: Our school is **access controlled** with an access code on a padlock. To ensure the safety of all our children **please do not share this passcode** with anyone unless they are due to collect your child on a particular day. We **WILL NOT** allow school access to ANYBODY from our side. Should a person appear at our gate requesting access we will ask them to contact you directly for the passcode. This is to safeguard our children from going home with the wrong person at the wrong time. To avoid this embarrassing and awkward situation please make sure your child's lift has the access code before they arrive at our door. Please also ensure you inform us when someone other than yourselves will be collecting that day via Whatsapp to the principal.

No toys: Please do not allow your child to bring their toys to school. We understand that children get excited to bring toys to show their friends at school, however, we have found that toys brought to school can get lost, damaged or cause conflict between friends. We would like to avoid these situations and kindly ask you to ensure toys stay at home.

"KINDNESS COMES FIRST". We don't allow for bullying or unkindness of any sort. Everyone in the environment is offered the same level of respect, from the youngest to the eldest. We remind our children ongoing to be kind to everyone. We teach our children how to resolve their own minor conflicts through a guided discussion with all parties concerned. In the event of a bigger conflict or event our discipline procedure is to give the offending child a chance to think about their actions and choices in a quiet spot, or to have a moment to gather themselves again. After a few minutes an adult will go to them and talk them through the event, as well as discuss what can be learnt from the

incident. The child is asked what they think would be an appropriate measure to help rectify the situation and the adult will be there to support them.

We would like to encourage you to implement the “kindness comes first” slogan into your home to remind your children that respect is carried with them everywhere, not only at school.

We hope we have managed to answer some questions for you. Please let us know if we have left anything out. We will gladly help you in any way possible.

Warm Regards,

Eva Coghlan
Principal