



# Welcome to **GROWING TREE MONTESSORI**

Fig Tree Farm, Hillcrest | [www.growingtreemontessori.co.za](http://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.

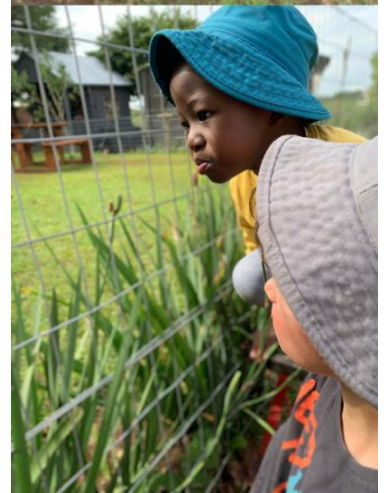
Growing Tree Montessori is a home away from home Montessori environment encompassing the original Montessori method.

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](mailto:eva@growingtreemontessori.co.za)**

## **ENROLMENT FORM - 2026**

### **Child's Details:**

First name of Child: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Home Language: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Enrolment for (Date): \_\_\_\_\_

Surname: \_\_\_\_\_  
Age: \_\_\_\_\_  
Gender: Boy/Girl

***(Copy of Birth Certificate, Vaccination Card/Road to Health booklet and both parents ID's to be attached, please)***

### **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**

discounts offered for siblings. **5 Days a week - R 3 470 per month strictly in advance**  
**(paid over a 12 month period) OR**

**R10 410 PER TERM in advance.**  
**(paid over 4 quarters at the start of each quarter) OR**

**R41 640.00 PER ANNUM**  
**R39 558.00 - 5% discount if paid in full before the last day of February 2026**

**3 Days a week – R2 890.00 per month in advance (12 months)**

**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. The monthly rate is paid over 11 months.  
Monthly rate until 14h30 – R 858.00  
Monthly rate until 16h30 – R1 145.00

Daily rate: until 14h30 – R 55,  
until 16h30 – R70

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 the case of separated families, 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.) **YES/NO**

Details: \_\_\_\_\_  
\_\_\_\_\_

5. Does your child take any medication on a regular basis? **YES/NO**

Details: \_\_\_\_\_  
\_\_\_\_\_

6. Is your child prone to any allergies – ingested, airborne or contact? **YES/NO**

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? **YES/NO**

Details: \_\_\_\_\_

9. Has your child had any operations or previously broken limbs? **YES/NO**

Details: \_\_\_\_\_

10. Is your child vaccinated against the common childhood illness schedule? **YES/NO**

Details: \_\_\_\_\_

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

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

13. Please clarify specifically what you would deem to be an emergency. Details: \_\_\_\_\_

\_\_\_\_\_

### **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: \_\_\_\_\_

\* \* \* \* \*

### **Child Development:**

Is there any aspect of your child's development that you are concerned with currently or have been in the past? \_\_\_\_\_

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

**If YES please  
specify** \_\_\_\_\_

***Please attach a copy of the relevant assessment 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**

Religious lifestyle/dietary restrictions: \_\_\_\_\_

### **Collection /Aftercare:**

Who will be collecting your child from school? Please provide names and contact details. Please ensure to inform Eva, the principal, if someone other than yourselves shall be collecting your child from school.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you require aftercare for your child? (Available till 16h30) **YES/NO**

### **General Information:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stationary Requirements:**

2 x box of tissues	1 x500pg ream of copier paper/50 pg pack of multi-coloured cardboard
2 x packet of wet wipes	1 x A3 plastic folder with closing snap (Art folder)
2 x bottle of hand soap	
2 x Prift glue stick	

**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 for school –**

- **Extra changes of clothes** - We can at times do messy play and like to know our children have clean and dry clothes, including underwear, 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 always ensure there is a change of clothing for both cold weather and warm weather in their bags. **Please also ensure all clothes, shoes and other accessories are clearly labeled.**
- **A pack of nappies, wipes and bum cream** – if your child is still in nappies please send a whole pack of nappies and wipes for us to keep here at school. We will let you know when they run low so you can replace them
- **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, and lunch if staying for aftercare.** We **DO NOT** allow sugary or treat type items for school lunches/snacks. 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/egg muffins etc.
- **Water bottle** – we prefer for our children to drink water whilst at school rather than juice. The reason for this is because juices are a quick energy items which can cause energy spikes and quick drop offs.
- **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 a maglock and is accessible via remote by the teacher or the Fluss app. We **WILL NOT** allow school access to anyone we do not know or aren't expecting. Please ensure you inform us when someone other than yourselves will be collecting that day via Whatsapp to the principal – 082 891 4129.

**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 with following through.

**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.

Welcome to Growing Tree. We hope your time with us is filled with laughter and happy memories.

Warm Regards,

Eva Coghlan

Principal