



PROSPECTUS

2025 PARENTS HANDBOOK



Our Branches:

VICTORIA: 209 Murray Street, Brooklyn, Pretoria, 0181
SUNBIRD: 240 Jack Hindon Street, Pretoria North, 0182

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WELCOME LETTER

Dear Esteemed Parents and Guardians,

We want to extend a warm and heartfelt welcome to everyone that enrolled, or are planning to enroll, at our Victoria Montessori school in Brooklyn, and our Sunbird Montessori school in Pretoria North. It is a privilege to have your children with us, and we are thrilled to continue this incredible educational voyage together.

We firmly believe that education is a partnership between the school and parents. Your active involvement and support play a pivotal role in your child's success. We kindly ask you to join us in our efforts to provide the best possible educational experience by:

- Ensuring that your child attends school daily and arrives on time, prepared for the day's learning adventures.
- Being a loving and consistent presence in your child's life, fostering a safe and secure home environment.
- Treating your child with respect and cherishing their unique qualities.
- Encouraging a love for reading by helping your child read daily and developing their literacy skills.
- Creating an open line of communication where your child feels comfortable to share their school experiences with you.
- Informing us if your child requires additional support in any subject or area.
- Instilling in your child the belief that success in school and beyond is not just an aspiration but an expectation.

Join Our School Volunteer Program:

We invite you to consider joining our school volunteer program, where your involvement can make a significant impact on our students' learning journey. We seek volunteers to participate in various activities, including:

- Teacher-led instructional support in the classroom.
- Assisting children who may benefit from extra reading support.
- Contributing to school-wide events that enrich our community.
- Sharing your teachings and values in our children's church.
- Offering your unique talents and skills to enhance our school's vision.
- Donating valuable resources that can further our mission.
- Your support and contributions, big or small, are appreciated and contribute to the vibrant and nurturing environment we aim to create at Victoria and Sunbird Montessori Schools.

We look forward to a journey filled with growth, discovery, and shared achievements. Together, as partners in your child's education, we will continue to nurture their love for learning and provide them with the tools they need to succeed.

Kind Regards,
The Victoria and Sunbird Montessori Teams

1. ADMISSION POLICY

Victoria and Sunbird Montessori is firmly committed to upholding principles of non-discrimination. Our schools operate on a merit-based appointment system for both children and our team members. Our core values align with the belief that every individual, regardless of their race, color, language, creed, or gender, possesses equal intrinsic worth and should be treated equally in all aspects of our schools' operations.

In cases where applicants have special needs or face learning barriers, we may request them to spend a day or two in our classrooms. This allows our teachers to comprehensively assess their spiritual, intellectual, mental, emotional, and social needs and requirements.

In instances where selection is necessary due to an excess of applicants in relation to available spots, our selection process adheres to the following criteria:

- o 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, stationery, golf shirt and first month's school fee).
- o Preference will be given to siblings, except where this is not in the best interest of the child/children.
- o Preference may be given to applicants who have previously attended a Montessori school.
- o The capacity of the school to provide an acceptable quality education to the applicant alongside with parents help. (This provision applies particularly to applicants with special needs and barriers to learning.)

2. REGISTRATION AND ADMISSION PROCEDURE

- a) Initial enquiries may be initiated through telephone, Whats App or email.
- b) Appointments and visits are scheduled through the Victoria and Sunbird Montessori office.
- c) During on-site visits parents will meet with authorized personnel to answer & discuss their questions.
- d) The school's Prospectus is available on request via email or Whats App.
- e) Applications are submitted via our online Enrolment link:
 - i) Brooklyn: <https://msbrooklyn.kidsoft.co.za/enroll.asp>
 - ii) Pretoria North: <https://msptanorth.kidsoft.co.za/enroll.asp>
- f) Parents are required to click on the provided online enrolment link for the relevant school and complete the application together with accompanying documentation. Additionally, proof of payment for the registration fee and school fees must be submitted to the relevant school administrator, registrar, or via email to victoriamountessori@therhinogroup.co.za or sunbirdmontessori@therhinogroup.co.za
- g) All applicable fees, including registration fees, first month's school fees, lunch fees (if applicable), golf shirt and stationery fees, must be paid prior to admission.

- g) On the first day of school, we kindly request that pupils and their parents arrive at least half an hour before classes begin. This allows for a warm welcome and provides an opportunity for parents and students to meet with their teachers and orientate themselves with their new environment.
- h) Parents of new pupils are encouraged to maintain open lines of communication with the school and are welcome to periodically contact us to inquire about their child's adjustment to their new school adventure.

3. MEDICAL HEALTH POLICY

- a) **Child's Health:** We kindly request that if your child exhibits symptoms such as a high temperature, flu, unexplained rash, or any contagious condition, it is preferable not to send them to school until they have recovered.
- b) **Vaccination Compliance:** Ensure that your child's vaccinations are up to date, in accordance with established health guidelines.
- c) **Illness Notification:** In the event that your child displays signs of illness while at school, you will receive immediate notification.
- d) **Medication Protocol:** Medications brought to school must be clearly labeled with the child's name. Specific administering instructions should be recorded on the provided medical administration form, available through the class teacher.
- e) **Prescription Requirement:** All medications administered at the school must be prescribed by an authorized medical professional, such as a doctor or physician.
- f) **Emotional Support:** In cases of illness, the school aims to provide spiritual and emotional support to the child. At the convenience of parents or guardians, the school may arrange visits to the child to help where possible.
- g) **Contagious Illness:** If your child has contracted a contagious illness, a clearance certificate will be necessary before they can return to school. This precautionary measure helps prevent the spread of illness to other children.
- h) **Parental Communication:** We kindly request parents to inform us if their child is experiencing any illness, sickness, or allergies before attending school. This enables us to provide appropriate care and support.
- i) **Child's Well-being:** While we understand the needs of working parents, Victoria and Sunbird Montessori reserves the right to contact parents for collection if a child falls ill during school hours. We prioritize the well-being of all our students.

4. MEDICATION

- a) Prescription Medication: Victoria and Sunbird Montessori strictly administers prescribed medication only 48 hours after it has been prescribed by a medical practitioner. This protocol ensures that your child has adequate recovery time before returning to school.
- b) Medication Containers: All medications, including over-the-counter remedies, must be brought to school in their original containers as dispensed by a pharmacist. The container should be clearly labeled with your child's name and the date. Only medication prescribed by a medical practitioner can be administered.
- c) Medication Expiry: Medications must be within their designated expiration date. Our staff is not authorized to administer medication that has surpassed its prescription date.
- d) Administration Timing: Medication will only be administered around mid-day, approximately at 11:45 AM, after lunch. Morning doses must be administered at home before the child's arrival at school.
- e) Consent Requirement: Written consent is essential for your child to receive medication. Consent, specifying the dosage amount and administration dates, should be communicated to the teachers and written in the child's communication book. The medication must be handed to the teacher upon your child's daily arrival, and no medication should be left in their bag.
- f) Transported Medication: Parents of children using transportation services must instruct the driver to hand over the medication to the teacher on duty upon arrival.
- g) Medication Retrieval: Parents are responsible for collecting any remaining medications when they pick up their child daily.
- h) Specific Administration: Please note that Victoria and Sunbird Montessori does not provide nebulisation or administer suppositories. Vitamins and immune boosters should be administered at home before school.

Notes: In the interest of the health and well-being of all our students, we kindly request that children with the following conditions refrain from attending school:

- a) Green running nose.
- b) Fever within the last 24 hours, exceeding 38 degrees Celsius.
- c) Recent episodes of diarrhea in the last 24 hours.
- d) Persistent coughing.
- e) Visible body spots.
- f) Presence of nits or lice.
- g) Weeping eyes.
- h) Ears with fluid drainage.
- i) Sores that have not shown improvement within 48 hours.

Your cooperation in adhering to these health guidelines is greatly appreciated as it contributes to a safe and healthy environment for all students at Victoria and Sunbird Montessori.

5. LIST OF ITEMS THAT PARENTS MUST SEND TO THE SCHOOL

Nursery:

- a) It is essential to label ALL personal belongings.
- b) Bottles: Ensure they are filled with the correct water measurement; any unused portions will be sent home daily.
- c) Formula Dispenser: Pre-measure the correct scoops of formula for each bottle.
- d) Breastmilk: Keep it in the fridge and decant into bottles if breastfeeding.
- e) Water bottle/Sippy cup.
- f) Meals: For children on solids, provide 2 snacks, breakfast, and lunch.
- g) Clothing: Include a warm and cool change of clothing.
- h) Clean Bibs: Prepare enough for the week.
- i) Nappies and Wet Wipes: Provide enough for the week.
- j) Sun Hat and Sunblock: Keep these items at school and apply sunblock before drop-off.

For Young Toddlers & Toddlers (Ages 1-2 and 2-3):

- a) Backpack Bag: Choose a wipeable bag as it will be sanitised. Avoid wheeled bags; they should be backpack-style.
- b) Sun Hat: Keep one at school for use when necessary, with prior sunblock application.
- c) Diapers, Wet Wipes, and Disposable Nappy Bags: Provide enough for the week if your child is not yet toilet trained.
- d) Changes of Clothing and Spare Undies: If your child is in the process of toilet training.
- e) Water Bottle: Fill it with water; those transitioning from milk bottles should be weaned off during school hours.

For Preschoolers (Ages 3-6):

- a) Backpack Bag: Select a wipeable bag, as it will be sanitized. Avoid wheeled bags; they should be backpack-style.
- b) Sun Hat: Keep one at school for use when needed, with prior sunblock application.
- c) Change of Clothing.
- d) Water Bottle: Ensure it is filled with water.

Proper labeling and provision of necessary items are crucial to maintaining an organized and comfortable environment for all students at our school. Your attention to these details is appreciated.

6. TOILET TRAINING

- a) Collaborative Effort: Toilet training is a special milestone for your child, and we are committed to working closely with parents to ensure a seamless transition between home and school.
- b) Parental Responsibility: Parents of children in our 2-3 years old class (Petits enfants) are responsible for initiating and facilitating the toilet training process for their child.
- c) Communication: Please inform your child's teacher when you commence toilet training at home. We follow a structured toilet routine, which will be shared with you.
- d) Potty Training Milestone: For children aged 3 and above, full potty training is a requirement for enrollment in the 3-6-year-old class.

We appreciate your partnership in this important developmental phase and look forward to supporting your child's progress in achieving this significant milestone.

7. SEPARATION ANXIETY

- I. Typical Adjustment: It's entirely normal for children to experience separation anxiety when introduced to a new environment and unfamiliar faces. The duration of this transition can vary, usually spanning 1 to 3 weeks, with each child adapting at their own pace.
 - II. Skilled Guidance: Our teachers are well-prepared to support children during this adjustment. Throughout this period, teachers employ various strategies, including:
 - a) Providing Reassurance: Teachers offer comfort by staying close, showering them with love and attention, fostering connections, and nurturing relationships.
 - b) Engaging Activities: Keeping children occupied with games, interactive conversations, and stimulating activities.
 - c) Lap Time: Allowing the child to sit on the teacher's lap during storytime. Once the teacher senses the child's growing comfort, they gently encourage participation in the group.
- Timely Departure: It's advisable to depart as promptly as possible, conveying to the child that you won't be staying with them at school.
 - Reassurance and Affection: Ensure you convey your return and your love for them. Offer a loving kiss, then step away. This transition can sometimes be more challenging for parents than for the child.
 - Understanding Tears: Crying and reluctance to attend school are common among children of this age and may occur for various reasons. Parents are encouraged to maintain a positive and encouraging attitude, enticing their children with exciting activities or something to anticipate at school. While it can be tough, consistent daily attendance is crucial as children will eventually acclimate and rekindle their affection for school.

8. ACCIDENTS

- a) **Immediate First Aid:** At Victoria and Sunbird Montessori, the safety and well-being of your child are paramount. In the event of minor injuries, our staff, including all head teachers with Basic First Aid training, are authorized to administer basic first aid and provide necessary treatment promptly.
- b) **Head and Facial Injuries:** In cases of head or facial injuries, we maintain an open line of communication with parents. Upon occurrence, parents will be promptly notified via a phone call to ensure transparency and keep them informed.
- c) **Minor Scrapes and Bruises:** For minor scrapes or bruises, we maintain a detailed record on the child's *record book* ensuring parents are aware of any incidents and have access to pertinent information.
- d) **Serious Accidents Requiring Hospitalization:** In more serious accidents necessitating hospital treatment, we take all necessary steps to contact parents or guardians for consent to administer emergency medical treatment. Your prompt response is crucial in these situations.
- e) **Emergency Treatment Authorization:** In the rare event that all attempts to contact parents or guardians are unsuccessful, please be aware that we are authorized to act on behalf of parents and, when necessary, provide authorization for emergency medical treatment. Rest assured that such actions are taken with your child's best interests in mind, prioritizing their health and safety.

Your child's safety and well-being remain our top priority, and we appreciate your trust in Victoria and Sunbird Montessori's commitment to their care.

9. TERMINATION / CANCELLATION / CHANGE

- a) **Withdrawal Notice:** In the event that you wish to withdraw your child from Victoria and Sunbird Montessori, we kindly request two month's written notice. This notice must be submitted on or before the 1st of the notice month. It's important to note that fees are payable in full for the entire notice period.
- b) **Year-End Withdrawal:** If you intend to withdraw your child at the conclusion of the school year (on or before December 31st), written notice is required by November 1st. Fees remain applicable and payable up to December 31st.
- c) **Notice Submission Date:** Please be aware that if written notice is provided after the 1st of the notice month, the notice period will extend to the following month.
- d) **Withdrawal During Notice Period:** Should a parent decide to withdraw their child during the notice period, they remain liable for full fees for that duration.
- e) **Change in Attendance:** In the event of a desired change in attendance status, such as transitioning from Full day to Half day or other arrangements, we kindly request one month's written notice to be submitted on or before the 1st of the month.

We appreciate your understanding and adherence to these policies, which help ensure the smooth operation of our programs and services at Victoria and Sunbird Montessori.

10. ABSENTEEISM POLICY

At Victoria and Sunbird Montessori, our educational approach is built on a progressive system, where each day contributes to the foundation of upcoming lessons. We highly encourage parents and guardians to prioritize regular school attendance, recognizing its paramount importance for children, given their sensitivity to consistency and structure.

- a) **Government Attendance Policy:** In compliance with government regulations, it's essential to note that a pupil who is absent for more than thirty days during the school year may not be eligible for promotion to the next academic level.
- b) **Absence Notification:** Parents or guardians are kindly requested to promptly notify the school office of their child's or children's absence. Notification should occur between 8:30 a.m. and 9:30 a.m. on the day of the absence.
- c) **Medical Certificates:** In cases of illness resulting in an absence of three days or longer, a medical certificate is required. This documentation ensures transparency and helps us maintain accurate attendance records.
- d) **Support During Illness:** In the unfortunate event of illness, the school is prepared to provide spiritual and moral support to the child, with the consent of the parent or legal guardian. Our aim is to offer holistic care to aid the child's recovery and well-being.

We deeply appreciate your cooperation in upholding these attendance and absence guidelines. Consistent attendance fosters a conducive learning environment and aids in your child's academic progress at Victoria and Sunbird Montessori.

11. HOMEWORK

At Victoria and Sunbird Montessori, our approach to homework is designed to promote a healthy balance between school life and a child's overall well-being. We do not mandate routine homework assignments for our students. Instead, we encourage children to engage in tasks or projects of their own choosing, which they may voluntarily pursue at home.

Occasionally, students may receive assignments or tasks that complement our curriculum. In such cases, we ensure that ample notice is provided, and necessary resources are allocated.

We are committed to safeguarding the valuable time families spend together, as well as allowing children to participate in extracurricular activities, sports, and other enriching experiences.

Our goal is to strike a harmonious balance, ensuring that neither children nor parents feel overwhelmed by excessive homework demands.

12. HOLIDAYS PROGRAM

At Victoria and Sunbird Montessori, we recognize holidays as precious opportunities for rest, rejuvenation, and quality time spent with loved ones. This philosophy extends to our approach to children's holiday activities. We have meticulously crafted a special Holiday Program designed to provide children with enriching experiences during their breaks. Our program features a diverse range of activities, including spa days, karaoke sessions, hands-on crafts, art and music appreciation, sports, literary and mathematical explorations, and even comedic adventures.

Key Details:

- a) Purpose: Our Holiday Programs cater to parents and guardians who may have work or other commitments during school holidays, as well as those seeking enriching activities for their children.
- b) Program Timing: Holiday Programs are scheduled during the breaks between each academic term.
- c) Booking: Parents receive reminders toward the end of each term and are encouraged to book and make payments in advance.
- d) Fees: The cost for the Holiday Program is R 100.00 per day per child, which includes a variety of engaging activities, lunch, and an afternoon snack.
- e) Operating Hours: During the Holiday Program, our operating hours remain consistent with our regular schedule (please refer to point 17 below).
- f) Exceptions: Please note that the Holiday Program is not offered during half-term breaks, on public holidays, or on the day preceding the start of a new term.

We understand the importance of providing children with a fulfilling and enjoyable holiday experience, and our Holiday Program is designed with their well-being and development in mind.

13. FOOD

At Victoria and Sunbird Montessori, we prioritize the well-being and nutritional needs of our students. Our food policy is designed to promote healthy eating habits and create a safe environment for all children. Here's how we ensure a balanced and nourishing dining experience:

Nutritionally Balanced Meals: We encourage children to consume nutritionally balanced meals. Parents are advised to pack wholesome snacks for their child's school day. These snacks should include a variety of items such as fruits, vegetables, healthy carbohydrates, and protein sources.

Water Intake: Each child is required to bring a water bottle to school daily. We promote the consumption of water during school hours and do not allow other beverages to be brought to school. This policy aligns with our commitment to hydration and overall well-being.

Food Sharing: To ensure the safety of all children, we discourage the sharing of food due to potential food allergies. We take food allergies seriously and strive to create a safe dining environment for every child.

Healthy Eating Philosophy: At Victoria and Sunbird Montessori, we firmly believe in the importance of healthy eating. Our commitment is to provide children with nutritious meals that support their growth and development.

Daily Cooked Lunch Option: We offer a daily cooked lunch option to all students. Lunch is served between 12:00 pm and 2:00 pm each day. This service incurs an additional fee for half-day students, as detailed in our Fee Structure for each age group.

Nutrient-Rich Menu: Our menu is thoughtfully crafted to be both healthy and nutritious. We provide wholesome, home-cooked meals that prioritize quality ingredients and the dietary needs of growing children.

By adhering to these principles, we aim to create an environment where children can thrive, learn, and develop healthy eating habits that will benefit them throughout their lives.

BREAKFAST	A full healthy breakfast is served between (7H30 – 8H15)
LUNCH	A full healthy hot lunch is served to the full day preschool children (12H00 – 12H30)

Lunch for Half-Day Students: We extend the option of enjoying lunch at our school to half-day students at an additional cost of R 50.00 per day per child. Payments can be made on a weekly, monthly, or termly basis in advance.

Additional Information:

- If you wish for your child to partake in our lunch service, please notify your child's teacher.
- Parents are kindly requested to provide snacks for their children.

Our dedication to promoting healthy eating habits is aimed at nurturing children's well-being and ensuring that they have the necessary nutrition to support their growth, development, and educational journey.

14. BIRTHDAY

At Victoria and Sunbird Montessori, we cherish the significance of birthdays and embrace the opportunity to celebrate them within the context of our school community. Our approach to birthday celebrations is grounded in values that resonate with the principles of love, understanding, and growth.

Weekday Birthday Celebrations: If your child's birthday falls on a weekday and they wish to mark this special occasion with us during school hours, we kindly request that you notify us in advance. This advance notice is instrumental in ensuring that we can seamlessly integrate this celebration into our curriculum.

Teaching Moments: Birthdays offer valuable teaching moments for our students. During these celebrations, we use the occasion to impart essential lessons about the boundless love of God, the concept of time, the journey of life, and the significance of personal growth and development. This educational aspect enriches the overall experience for our students.

Parent Participation: We greatly appreciate and encourage parental involvement in these celebratory occasions. Your presence not only enhances the celebration but also aligns with our belief in the importance of parents' active engagement in their child's educational journey. This practice reflects our commitment to nurturing a sense of community and togetherness.

At Victoria and Sunbird Montessori, we view birthdays as meaningful opportunities to impart knowledge, foster understanding, and celebrate the blessings of life. We look forward to commemorating these special moments with your child and your active participation, as we believe this aligns with our shared values and principles.

15. INTRA & EXTRA MURALS

At Victoria and Sunbird Montessori, we provide a diverse range of intra and extra-mural activities:

- a) INTRA MURALS (Included in the school fees)
- b) French language lessons.
- c) Afrikaans language lessons.
- d) Music.
- e) Physical Education.
- f) Robotics.

Additional Extra-Murals: We extend our offerings to a variety of other extra-mural activities,

EXTRA MURALS (Excluded from school fees)

g) music

h) swimming and more.

These activities are designed to cater to different interests and talents. To explore these options and enroll your child, please contact our school office.

Scheduling: Extra-mural activities are thoughtfully scheduled to complement our academic curriculum. We recognize the value of a balanced education, where students have the opportunity to pursue their passions and interests beyond the classroom. These activities are typically scheduled outside of the regular academic work cycle.

16. ARRIVAL & DEPARTURE

At Victoria and Sunbird Montessori, we prioritize punctuality and the well-being of your child. Please take note of the following guidelines to ensure a smooth arrival and departure process:

Timely Arrival: All classes commence promptly at 8:00 am. We kindly request that you ensure your child arrives at school on time. Punctuality is essential as it allows your child to fully engage in their day's activities. Late arrivals can be disruptive to their personal development and the class as a whole.

- a) **Signing Out:** When collecting your child, please remember to 'sign out' in the provided register. This helps us maintain a record of your child's departures and ensures their safety.
- b) **Respectful Collection:** When picking up your child, we encourage you to do so with care and respect for their individuality.
- c) **Collection Times:** Children should be collected according to the specified times. Failure to do so will result in a penalty fee of R 50.00 per 15 minutes (or part thereof). This policy ensures the timely and efficient operation of the school.
- d) **Authorized Pick-Up:** For the safety of your child, they will only be released to authorized individuals. If someone unfamiliar is collecting your child, please inform the school office and your child's teacher in advance. Provide details such as the person's name, their relationship to the child, and the expected collection time.
- e) **Running Late:** In the event that you anticipate being late for pick-up, please contact the school office promptly. We will inform your child's teacher to ensure their comfort and security.

By adhering to these arrival and departure guidelines, we create a structured and respectful environment that benefits the children, teachers, and parents alike. Your cooperation in these matters is greatly appreciated.

17. GENERAL SCHOOL RULES

At Victoria and Sunbird Montessori, we uphold certain rules and guidelines to ensure the safety, well-being, and smooth operation of our school. We kindly request that parents and guardians adhere to the following regulations:

- a) **No Nut Policy:** In consideration of allergies, we maintain a strict no-nut policy within our school premises. Please refrain from sending any nut-containing products in your child's lunch or snacks.
- b) **Personal Belongings:** Ensure your child comes prepared with the following:
 - A change of clothing
 - A sun hat during the summer months
 - Winter clothing for colder seasons
 - One box of tissues per term
- c) Disposable diapers, wet-wipes, formula, and a blanket for babies
- d) **Labeling Personal Items:** To avoid confusion, all personal belongings must be clearly labeled with your child's name.
- e) **Toy Policy:** We kindly request that parents refrain from allowing children to bring toys to school, specifically no balls. In the Montessori environment, toys can be disruptive and may cause distress if lost or damaged.
- f) **Montessori Equipment:** If any Montessori materials are inadvertently taken home, please return them promptly. These materials are valuable and essential for our educational program.
- g) **No Cell Phones:** Children are not permitted to bring cell phones to school. In situations where a child needs to contact their parent(s), the class teacher will assist them in using the school phone.

We appreciate your cooperation in upholding these rules, as they contribute to the overall success and harmony of our educational environment. Thank you for entrusting your child to Victoria and Sunbird Montessori.

18. CODE OF ETHICS

We, as individuals, are all inherently designed with the capacity for compassion and empathy. At Victoria and Sunbird Montessori, love and compassion are at the heart of our values. The principles that underscore the well-being and needs of children are the foundation of our approach to education. Students, parents, and our academic and administrative team endeavor to uphold these principles in their interactions and work with one another. Every member of our community is expected to demonstrate integrity, dignity, and respect towards one another. Our actions are guided by a spirit of collaboration, and our culture is defined by the qualities of empathy and unity that we share.

19. CODE OF CONDUCT

To ensure that we effectively implement a blend of the Montessori and child-centered approaches, we have established some foundational guidelines. These guidelines are designed to safeguard the rights and freedoms of each child and the well-being of the entire group. They encourage the internalization of positive social behaviors and values, including self-control, empathy, a sense of responsibility towards oneself and the community, and the development of independence.

These guidelines serve to simplify life at our school, enhance daily routines, foster children's independence, and promote a sense of responsibility. We keep the number of guidelines to a minimum, present them in a positive light, and place emphasis on safety, respect for others and the environment, and the mutual benefit they bring to all members of our community.

We ensure that children are aware of what behaviors are considered acceptable and what are not. In cases of conflicts among children, we prioritize open discussions with them. Additionally, we employ a thoughtful approach known as "The Thinking Chair" when necessary, which has proven effective in our preschool. In exceptional cases where disciplinary concerns persist, parents will be invited to join us in a discussion aimed at resolving the issue. Each disciplinary matter is approached individually, always keeping the child's self-esteem in mind.

20. CHILDREN ARE REQUIRED TO:

At Victoria & Sunbird Montessori, we uphold a set of expectations and responsibilities for our students to create a positive and harmonious learning environment. We kindly request that children:

- a) Punctuality: Arrive at school promptly and be on time for all activities and classes.
- b) Respect: Treat all individuals, including peers and teachers, with kindness, respect, and dignity.
- c) Ownership: Take responsibility for their personal belongings, ensuring they are well cared for and organized.
- d) Cleanliness: Dispose of litter properly and help maintain a clean and tidy school environment.
- e) Playground Safety: Refrain from throwing sand, stones, or sticks and remain within designated playground areas.

- f) Respect for Facilities: Treat classrooms and school equipment with care and respect.
- g) Classroom Rules: Adhere to classroom rules established by teachers and follow instructional guidelines.
- h) Responsibility for Damaged Items: If a student accidentally breaks or damages equipment, they should take responsibility for it, report it to the teacher, and assist in replacing or repairing it if necessary.
- i) Zero Tolerance for Harmful Behavior: Never engage in physical or verbal threats, use racist, offensive, or derogatory language, harass others, bully, or engage in theft.

These expectations are in place to ensure a safe, inclusive, and productive learning environment for all students at Victoria and Sunbird Montessori. Your child's adherence to these guidelines is greatly appreciated. Thank you for your cooperation.

21. 2025 SCHOOL TERM

TERM 1	
Start Date:	15 th January
End Date:	28 th March
Public Holiday	21st March: Human Rights Day
Holiday Program	To be confirmed

TERM 2	
Start Date:	8 th April
End Date:	27 th June
Public Holiday	27 28 th April: Freedom Day 1 st May Workers Day
Holiday Program	To be confirmed

TERM 3	
Start Date:	22 nd July
End Date:	3 rd October
Public Holiday	9 th August National Woman's Day
Holiday Program	To be confirmed

TERM 4	
Start Date:	13 th October
End Date:	10 th December
Public Holiday	n/a
Holiday Program	To be confirmed

22. PERMISSIONS & AUTHORISATIONS

In terms of the POPI act the school is required to obtain permission from parents to photograph their children and to use/distribute the photos/videos in which they appear.

Parents must therefore give written permission that their child/ren may be photographed/filmed at the school' and the school's annual photo shoot, and at school outings and events, and at the annual graduation, and at school concerts and that their child/ren may appear in all/any photos/videos on the school's website, and social media platforms such as facebook and instagram, and on printed material.

23. Public and School Holidays 2025

- 1 January: *New Year's Day*
- 21 March: *Human Rights Day*
- 18 April: *Good Friday*
- 21 April: *Family Day*
- 28 April: *Freedom Day*
- 1 May: *Workers' Day*
- 16 June: *Youth Day*
- 9 August: *National Women's Day*
- 24 September: *Heritage Day*
- 16 December: *Day of Reconciliation*
- 25 December: *Christmas Day*
- 26 December: *Day of Goodwill*

Notes: Victoria and Sunbird Montessori schools will be closed during public holidays and during weekends.

<i>Signature of Mother/Guardian</i>	<i>Date</i>	<i>Signature of Father/Guardian</i>	<i>Date</i>

CONTACT DETAILS:



Telephone: 061 094 7704
 WhatsApp: 061 094 7704
 Email: sunbirdmontessori@therhinogroup.co.za
 Website: www.sunbirdmontessori.co.za



Telephone: 061 094 7704
 WhatsApp: 061 094 7704
 Email: victoriamountessori@therhinogroup.co.za
 Website: www.victoriamountessori.co.za